



BUSINESS PAPER

ORDINARY MEETING

Thursday 19 November 2020
9.00AM
Council Chambers Crookwell

TABLELANDS REGIONAL COUNCIL'S VISION

To build and maintain sustainable communities while retaining the region's natural beauty.

COUNCIL'S MISSION

To provide services and facilities to enhance the quality of life and economic viability within the Council area.

COUNCIL'S AIMS

To perform services in a cost efficient, effective and friendly manner in order to achieve Council's Mission in meeting the annual objectives and performance targets of the principal activities Council undertakes on behalf of the community.

NOTICE OF MEETING

13 November 2020

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 19 November 2020** in the **Council Chambers Crookwell** commencing at **9.00AM**.

Your presence is requested.

Yours faithfully



Colleen Worthy
General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

"I would like to Acknowledge and pay our respects to the Aboriginal Elders both past and present, as well as emerging leaders, and Acknowledge the traditional custodians of the Land on which we meet today."

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UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

I wish to apply for leave of absence from the Council Meeting to be held on

Date:

I will be absent for the following reason/s:

.....
.....
.....

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

- A conflict of interest is a clash between private interest and public duty. There are two types of conflict:
 1. Pecuniary – regulated by the *Local Government Act* and Office of Local Government and,
 2. Non-pecuniary – regulated by Codes of Conduct and policy, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

IDENTIFYING PROBLEMS

- 1st Do I have private interest affected by a matter I am officially involved in?
- 2nd Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interest conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Upper Lachlan Shire Council	(02) 4830 1000	council@upperlachlan.nsw.gov.au	www.upperlachlan.nsw.gov.au
ICAC	(02)8281 5999 Toll Free 1800463909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	(02) 4428 4100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	(02) 9286 1000 Toll Free 1800451524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

**PURSUANT TO PART 4 PECUNIARY INTEREST IN THE CODE OF CONDUCT
(THE DISCLOSURE AND MANAGEMENT OF A PECUNIARY INTEREST IS PRESCRIBED UNDER THE
CODE OF CONDUCT FOR LOCAL COUNCILS IN NEW SOUTH WALES)**

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

Name of Meeting: Ordinary Meeting of Council

Date of Meeting:

Page Number:

Item Number:

Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at an Ordinary Meeting of the Council *[name of council or council committee (as the case requires)]*

to be held on the _____ day of _____ 20 .

Pecuniary interest

Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)

Relationship of identified land to councillor
[Tick or cross one box.]

- ☐ The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).
- ☐ An associated person of the councillor has an interest in the land.
- ☐ An associated company or body of the councillor has an interest in the land.

Matter giving rise to pecuniary interest¹

Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land)²

[Tick or cross one box]

- ☐ The identified land.
- ☐ Land that adjoins or is adjacent to or is in proximity to the identified land.

Current zone/planning control

Proposed change of zone/planning control

Effect of proposed change of zone/planning control on councillor or associated person
(tick box that applies)

☐ Appreciable financial gain

☐ Appreciable financial loss

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

**PURSUANT TO PART 5 NON PECUNIARY INTEREST IN THE CODE OF CONDUCT
(THE DISCLOSURE AND MANAGEMENT OF A NON PECUNIARY INTEREST IS PRESCRIBED UNDER THE
CODE OF CONDUCT FOR LOCAL COUNCILS IN NEW SOUTH WALES)**

To the General Manager

I, _____

Declare a Conflict of Interest, being a NON-PECUNIARY Interest.

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

As a result of my non-pecuniary interest, my involvement in the meeting will be as follows:

☐ **Option A** – Make a declaration, stay in the Chamber, participate in the debate, and vote.

☐ **Option B** – Make a declaration, stay in the Chamber, participate in the debate, but not vote.

☐ **Option C** – Make a declaration, stay in the Chamber, participate in the debate, but leave the Chamber for the vote.

☐ **Option D** – Make a declaration, stay in the Chamber, not participate in the debate, but vote.

☐ **Option E** – Make a declaration, stay in the Chamber, not participate in the debate and not vote.

☐ **Option F** – Make a declaration, do not participate in the debate, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Signature

Date

5 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

5.1	Minutes of the Ordinary Meeting of Council of 15 October 2020	12
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 15 OCTOBER 2020

PRESENT: Mayor J Stafford (Chairperson), Cr P Culhane, Cr J Searl, Cr J Wheelwright, Cr B McCormack, Ms C Worthy (General Manager), Mr A Croke (Director Finance and Administration), Mrs T Dodson (Director of Environment & Planning), Mr G Lacey (Director of Infrastructure) and Miss K Dewar (Executive Assistant) and Mr C Gordon (Media Officer)

VIDEO LINK: Cr D O'Brien

THE MAYOR DECLARED THE MEETING OPEN AT 09:01am

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

Mayor Stafford advised that the meeting is being webcast live and audio recorded in accordance with Council Code of Meeting Practice.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

An Apology was received from Cr Kensit.

182/20 **RESOLVED** by Cr Searl and Cr McCormack that the apologies be received and a leave of absence granted.

- CARRIED

Councillors who voted for:- Mayor J Stafford, Cr P Culhane, Cr J Searl, Cr J Wheelwright, Cr B McCormack, Cr O'Brien

Councillors who voted against:- Nil

SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Nil

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SECTION 5: CONFIRMATION OF MINUTES

183/20 **RESOLVED** by Cr Searl and Cr McCormack

That the minutes of the Ordinary Council Meeting held on 17 September 2020 be adopted.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1 MAYORAL MINUTE

184/20 **RESOLVED** by Mayor Stafford and Cr Searl

That Council receive and note the activities attended by the Mayor for September 2020 and October 2020.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

A motion was moved by Mayor Stafford and Cr Searl that –

1. Council be provided a report on the future of the Taralga water supply storage dam detailing actions to date and options going forward.

On being put to the meeting the motion was carried.

185/20 **RESOLVED** by Mayor Stafford and Cr Searl that: -

1. Council be provided a report on the future of the Taralga water supply storage dam detailing actions to date and options going forward.

- CARRIED

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Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF OCTOBER

186/20 **RESOLVED** by Cr Searl and Cr McCormack

That Item 8.1 - [Correspondence/Information] listed below be received:

1. Crookwell Barbell Club – Letter of support naming Crookwell Memorial Oval complex – 7 September 2020.

A motion was moved by Cr McCormack and Cr O'Brien that – Council receive a report outlining the policy and steps for naming facilities at the Crookwell Memorial Oval complex.
On being put to the meeting the motion was carried.

187/20 **RESOLVED** by Cr McCormack and Cr O'Brien that –

1. Council receive a report outlining the policy and steps for naming facilities at the Crookwell Memorial Oval complex.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

2. Office of Local Government - Circular 20-37 COVID-19 Measures - 22 September 2020.

- CARRIED

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Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2020

188/20 **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEMS 10.2-10.8 INFORMATION ONLY ITEMS

189/20 **RESOLVED** by Clr Searl and Clr McCormack

1. Council receive and notes items 10.2-10.8 as information

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 SECTION 4.6 VARIATION CONCURRENCE - LOT 2 DP 731782 - 4 LORN STREET, COLLECTOR

190/20 **RESOLVED** by Cr Searl and Cr Culhane

1. Council vary the minimum lot size requirement of clause 6.10 of the Upper Lachlan Local Environmental Plan 2010, by 32.65% (minimum 2,000m² to 1,377m²) to permit the development of 4 Lorn Street, Collector (Lot 2 DP 731782) for a dwelling on, in accordance with documents and details retained in Development Application 77/2020; and
2. Council delegate to the Director of Environment and Planning, the final assessment and determination of the Development Application in line with section 4.15 of the Environmental Planning and Assessment Act, 1979.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 REFERRAL FOR AUDIT - 2019/2020 FINANCIAL STATEMENTS

191/20 **RESOLVED** by Cr Searl and Cr McCormack

1. Council resolves that the 2019/2020 Financial Statements be referred for independent audit by external auditors, Audit Office of NSW;
2. The Mayor, Deputy Mayor, General Manager and Director of Finance and Administration sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2019/2020 Financial Statements;

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3. Council adopt the 2019/2020 Financial Statements for Council, containing the General Purpose and Special Purpose Financial Statements; and
4. The General Manager be delegated the authority to authorise the Council 2019/2020 Financial Statements for issue immediately upon receipt of the Auditors Report and delegated the authority to finalise the date at which the Auditor's Report and Financial Statements are presented to the public.

- CARRIED

Councillors who voted for:-

Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEM 13.2
192/20

REVIEW OF SALARY SACRIFICE POLICY

RESOLVED by Cr Searl and Cr McCormack

RECOMMENDATION That -

1. Council adopts the reviewed Salary Sacrifice Policy.

- CARRIED

Councillors who voted for:-

Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Salary Sacrifice Policy
File Reference:	F10/618-04
Date Policy was adopted by Council initially:	27 October 2005
Resolution Number:	301/05
Other Review Dates:	25 May 2006, 10 July 2008, 15 July 2010, 21 July 2011 and 17 April 2014, 16 March 2017
Resolution Number:	123/06, 207/08, 275/10, 263/11, 96/14, 61/17
Current Policy adopted by Council:	15 October 2020
Resolution Number:	XX/20
Next Policy Review Date:	2023

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	Consultative Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

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OBJECTIVE

The aim of this policy is to define salary sacrificing arrangements between Council and employees who are eligible to participate. By definition salary sacrificing can only be offered to employees who are receiving salaries and elected Councillors.

SALARY SACRIFICE DEFINED

Salary sacrifice is an arrangement between employer and employee, where the employee agrees to receive a part of **their pre-tax** salary as a benefit rather than salary. The effect of such an arrangement, as it conforms to tax rulings or determinations, is to allow a reduction in **their pre-tax** salary which is equivalent to the cost of the benefit. Generally this has the effect of providing the employee with tax-effective benefits and the salary packaged benefit is classified as an employer contribution for tax purposes.

All benefits provided for salary packaging are valued at Goods and Services Tax (GST) exclusive costs unless Fringe Benefits Tax (FBT) legislation defines them as Type I Benefits.

BENEFITS THAT MAY BE SALARY SACRIFICED

Under the Local Government (State) Award **2020** employees are able to enter into salary sacrifice agreements with their employers, **by agreement**, for the following benefits:-

- Motor vehicles supplied by their employer under leaseback arrangements;
- Child care facilities operated by Council on its premises;
- Additional superannuation.

Upper Lachlan Shire Council shall also allow the following to be salary sacrificed:-

- Housing / rental accommodation supplied to **designated senior staff** employees;
- Eligible employees may salary sacrifice payroll contributions to the Local Government Superannuation Retirement Scheme or any approved Superannuation Scheme nominated by an employee;
- **Novated Lease of a private motor vehicle to designated senior staff employees;**
- Council elected representatives may salary sacrifice the Councillor remuneration to any approved Superannuation Scheme nominated by the Councillor.

BENEFITS THAT SHALL NOT BE SALARY SACRIFICED

The benefits that shall not be salary sacrificed are as follows:-

- Leaseback of a motor vehicle to a Council employee;
- Purchase of a laptop computer predominantly for private use of an employee;

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- Purchase of an electronic digital notebook and/or mobile telephone devices predominantly for private use of an employee;
- Any other expense payment benefit (i.e. private housing loan repayments etc.) unless employee signed evidence can be supplied to satisfy the General Manager that the payments are exempt from FBT; and
- Any other benefit where Council will incur an FBT expense.

EMPLOYER CONSENT

Employer agreement to a salary sacrifice arrangement can not unreasonably be withheld. However, the employer will withhold consent in circumstances whereby:-

- * The arrangement will result in substantial additional costs to the employer.
- * The employee has not obtained independent and relevant written financial advice.
- * **The arrangement does not comply with taxation and other relevant laws.**
- * The employer does not supply motor vehicles under lease back arrangement.
- * The employer does not supply housing/rental accommodation under a lease arrangement.
- * The employer does not provide child care facilities on its own premises.
- * The General Manager has not given approval for the salary sacrifice arrangement.

SALARY SACRIFICE TO BE DOCUMENTED

The benefits to be salary sacrificed and the value of those benefits must be in writing and signed by employer and employee.

Details of the value of the benefit set out in writing, should include gross salary, the amount of salary sacrifice, the after salary sacrifice amount to be taxed, the marginal tax rate, the amount of FBT and after tax salary.

In the case of employee contributions to the Local Government Superannuation Retirement Scheme, the contribution percentage must also be shown. The financial details should be shown on an annualised basis as well as a pay period basis.

Annexed to this policy is the Salary Sacrifice Agreement which is to be used by Council and signed by the employee or Councillor.

INDEPENDENT AND APPROPRIATE FINANCIAL ADVICE

It is essential that the employee obtains independent and appropriate financial advice prior to entering into salary sacrifice arrangements.

Employees should also obtain appropriate financial advice when proposing to alter a Salary Sacrifice arrangement.

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SUPERANNUATION, OVERTIME AND EXIT PAYMENTS

The value of the salary sacrifice benefit is **treated as** an approved benefit for superannuation purposes and does not reduce the employee's salary **for employer contributions**.

An employee's value of salary sacrifice benefits and applicable FBT shall be ordinary pay for calculating overtime and exit payments.

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award **2020**;
- Superannuation Guarantee (Administration) Act 1992;
- Fair Work Act 2009;
- Income Tax Assessment Act 1997;
- Fringe Benefits Tax Assessment Act 1986;
- A New Tax System (Goods and Services Tax) Act 1999;
- State Records Act 1998;
- Privacy and Personal Information Protection Act 1998;
- Independent Commission against Corruption Act 1988;
- Industrial Relations Act 1996;
- Anti Discrimination Act 1977;
- Code of Conduct for Councillors, staff and delegates of Council;
- Complaints Management Policy;
- Fraud and Corruption Prevention Policy;
- Payment of Expenses and Provision of Facilities Policy;
- Mobile Telephone Policy;
- Grievance Policy;
- Disciplinary Policy; and
- Private Use of Council Motor Vehicle Policy.

VARIATION TO POLICY

That Council reserves the right to vary the terms and conditions of this policy.

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SALARY SACRIFICE AGREEMENT

This Salary Sacrifice Agreement is made on the **(Date)**

Between: _____ (*"the employer"*)

and: _____ (*"the employee"*)

Payroll Number: _____

1. Preamble:

- 1.1 This Agreement is made pursuant to clause **14**, Salary Sacrifice, of the Local Government (State) Award **2020**.
- 1.2 This Agreement shall be read and construed in conjunction with the relevant provisions of the Local Government (State) Award.
- 1.3 This Agreement shall be read and construed in conjunction with Council's Salary Sacrifice Policy and procedures applying from time to time.
- 1.4 The parties to this Agreement acknowledge that they have read and understood the terms, conditions and responsibilities under this Agreement and accept those terms, conditions and responsibilities.

2. Benefits to be Salary Sacrificed:

- 2.1 The benefits salary sacrificed under this Agreement may include:-
(Insert benefits i.e. housing / rental accommodation supplied to **designated senior staff, additional superannuation, Local Government Superannuation Retirement Scheme contributions**).

2.2 Benefits that shall not be Salary Sacrificed:

The benefits that shall not be salary sacrificed under this Agreement are:-

- Leaseback of a motor vehicle to a Council employee;
- Novated Lease of a private motor vehicle to an employee;
- Purchase of a laptop computer predominately for private use of an employee;
- Purchase of an electronic digital notebook and/or mobile telephone devices predominantly for private use of an employee;
- Any other expense payment benefit (i.e. private housing loan repayments etc.) unless employee signed evidence can be supplied to satisfy the General Manager that the payments are exempt from FBT;

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- Any other benefit where Council will incur an FBT expense or other benefits that are not approved by the General Manager.

3. Value of Benefits Salary Sacrificed:

- 3.1 The weekly/fortnightly value of the benefits salary sacrificed under this Agreement is:- **Other Benefits (insert financial details)**
- 3.2 Additional Superannuation
(insert financial details)
- 3.3 House / Rental Accommodation
(insert financial details)
- 3.4 Local Government Superannuation Retirement Scheme contributions
(insert financial details including employee percentage contribution)

4. Commencement of Salary Sacrifice Arrangement:

- 4.1 The salary sacrifice arrangements as detailed in clause 3, of this Agreement, will take effect from the beginning of the first pay period to commence on or after **(insert date)**.

5. Termination of Salary Sacrifice Agreement:

- 5.1 This Agreement may be terminated by either party giving the other at least thirty (30) days, notice in writing (or such other period agreed between the parties).
- 5.2 This Agreement will be terminated immediately the day the employee ceases employment with Council.

6. Suspension of Salary Sacrifice Arrangement:

- 6.1 The salary sacrifice arrangements under this Agreement may be suspended by either party at short notice in circumstances such as absence on periods of **leave without pay** or periods of workers compensation.
- 6.2 The suspension of the arrangement shall cease and this agreement shall resume and continue upon the conclusion of the employee's absence unless the Agreement has been terminated.

7. Review of the Salary Sacrificing Arrangement:

- 7.1 Except as otherwise agreed, the employee may request in writing to change the benefit or the value of benefits to be salary sacrificed under clauses 3.1 to 3.4. The employee must give the employer 14 days notice of application to change a

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salary sacrifice arrangement and the employer will not unreasonably refuse such a request.

- 7.2 Except as otherwise agreed, the employee may request in writing to change the benefit or the value of benefits be salary sacrificed to the Local Government Superannuation Retirement Scheme and /or to any nominated superannuation fund under clauses 3.2 and 3.4. The request must include the employee's proposed percentage contribution and the current dollar value. Any change to the salary sacrifice amount will be effective as of 1st April each year, in accordance with the contribution conditions of the scheme. The employer will not unreasonably refuse such a request.
- 7.3 Except as otherwise agreed, the employee may request in writing, to change the value of benefits to be salary sacrificed once per year giving 14 days notice to the employer. For additional changes per year it will be assessed and require approval by the General Manager.

8. Financial Advice:

- 8.1 The employee entering into this Agreement confirms by their execution of this Agreement, that they have obtained appropriate and independent financial advice concerning the salary sacrificing arrangements to apply under this Agreement.
- 8.2 The employee agrees to obtain further appropriate and independent financial advice relative to any request by the employee to change the benefits or the value of benefits under clauses 3 and 7 of this Agreement.

9. Administration of Salary Sacrificing Arrangements:

- 9.1 Council will administer the salary sacrifice arrangements set in this Agreement at no administration cost to the employee.

10. Reconciliation of Salary Sacrifice Value and Costs:

- 10.1 Should additional or unexpected FBT liability be incurred or owed at the end of a financial year during the currency of this Agreement, the cost of the FBT will be borne by the employee, and the employee will pay that additional amount of FBT to the employer within a period of 30 days.
- 10.2. Should additional or unexpected FBT be incurred or owing in respect of an incomplete financial year in the case of termination of this Agreement, the cost of that FBT will be borne by the employee and the employer shall deduct the amount of that FBT from any money owing to the employee on termination of employment.

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10.3 Should the employee fail to provide sufficient information to allow Council to determine if an exemption or reduction of FBT exists then they shall be liable for the FBT expense.

10.4 Should FBT incurred be less than expected in respect of a financial year during the currency of this Agreement, the employer shall make a consequential adjustment and pay to the employee the relevant amount within a period of 30 days.

11. Confidentiality and Acknowledgements:

11.1 The terms of this Agreement remain confidential between the employer and employee.

11.2 The employee acknowledges that the employer is not liable for taxation or other liabilities, judgements, penalties or outcomes suffered or incurred by the employee resulting from entering into this Agreement.

12. Disputes:

12.1 In the event that a dispute between the parties arises from the interpretation or application of this Agreement, the dispute will be processed according to the Grievance and Dispute Procedures set in clause 36, of the Local Government (State) Award 2020.

13. Release and Indemnity:

13.1 The employee releases and hereby indemnifies and undertakes to keep indemnified the employer from and against the following. All actions, claims, demands and proceedings whatsoever which the employee or any other person has or may have against the employer arising out of or in respect of or in any way connected with any advice received by the employee from the employer in connection with this Agreement, and all costs, damages and expenses which the employer may incur in defending or settling such actions, claims, demands and proceedings, to the extent that damages, costs and expenses are a result of the negligence of the employee.

14. Variations to be in Writing:

14.1 All variations to this Agreement shall be in writing and shall be appended to this Agreement.

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15. Definitions:

“Employer” means *Upper Lachlan Shire Council*.

“Employee” means the employee who has signed this Agreement.

“Salary Sacrifice” means the sacrifice by the employee of an amount of their pre-tax ordinary pay as prescribed by the Local Government (State) Award.

“FBT” means Fringe Benefits Tax liable under the Fringe Benefits Tax Assessment Act 1986.

16. Details:

A copy of the notification / contribution form to the Superannuation fund must be attached.

☐

17. Signatures:

Employee:

Name

Signed

Date.....

For the Employer:

Name.....

Signed.....

Date.....

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ITEM 13.3 **REVIEW OF LIBRARY MEMBERSHIP AND ACCESS POLICY**
193/20 **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council adopts the reviewed Library Membership and Access Policy.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Library Membership and Access Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	17 October 2019
Resolution Number:	289/19
Other Review Dates:	15 October 2020
Resolution Number:	289/19,
Current Policy adopted by Council:	15 October 2020
Resolution Number:	XX/20
Next Policy Review Date:	2023

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy Developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Library Manager

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POLICY OBJECTIVE

This policy outlines the rights and responsibilities of members of Goulburn Mulwaree Library, and the rules governing provision of Library services to Library members. All registered Library members are entitled to access Library services under this policy at Goulburn Mulwaree Library and any library in a current library service level agreement with Goulburn Mulwaree Council.

LEGISLATIVE PROVISIONS

NSW Library Act 1939

NSW Library Regulation 2010

Privacy and Personal Information Protection Act 1998

Classification (Publications, Films and Computer Games) Enforcement Act 1995

Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

POLICY STATEMENT

Definitions

“Library” refers to Goulburn Mulwaree Library and Goulburn Mobile Library.

“LSLA” refers to a current Library Service Level Agreement between Goulburn Mulwaree Council and any signatory Council to that agreement.

Membership

All members of the public may access Library buildings, use resources within the Library, and attend Library events.

Library membership entitles Library users to borrow collection materials, access Library computers and utilise subscription electronic resources. Library membership is free to all residents and ratepayers of the Goulburn Mulwaree areas under the following provisions:

- A Membership Application Form must be completed and signed by the applicant.
- Applications by persons under the age of 18 must be signed by a parent or legal guardian. If a person under the age of 18 produces evidence to satisfy the Library that they are living independently, then they will be treated as an adult.
- Applications must be accompanied by valid personal identification confirming residency within the applicable Council areas.
- By becoming a member, patrons must agree to comply with all Library policies and procedures.
- A valid Library card or other identification must be presented to Library staff upon request.
- Members agree to notify the Library if their details, address, email or phone

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numbers change.

- Membership is for a three year period, and can be renewed as required.

Membership for non-residents

The Library may provide other types of membership, including but not limited to:

- Reciprocal membership
 - Residents of other NSW and ACT areas may be entitled to join under the same provisions above.
 - Reciprocal members have the same rights as resident members.
- Temporary membership
 - Temporary membership is available to people normally residing outside NSW and the ACT, who are not eligible for resident or reciprocal membership.
 - Temporary membership is valid for a period of up to 3 months.
 - Temporary membership will incur a non-refundable administrative fee.
 - Borrowing is restricted to two items at a time. Items may not be renewed.

Other types of membership

The Library may provide other types of membership, including but not limited to:

- Bulk loan membership
 - Available to teachers and staff of community groups or institutions for borrowing on behalf of their organisation. Bulk loan members have the same rights as resident members with the exclusion of some eResources.
- Book Group membership
 - Available to registered book groups and limited to borrowing Read & Connect Kits.
- Home Library membership
 - Available to people who, due to age, disability or illness, are unable to make their own selections at the Library. Library staff will select items as specified by the member's requirements, and items will be delivered to the member's home on a regular basis.

Cancellation of membership

Library members may cancel their membership at any time. All outstanding loans must be returned and outstanding fines or fees paid before membership can be cancelled.

The Library may refuse or cancel a membership if the person is not eligible for membership as outlined above, after two years of inactivity, if the person is deceased, or if the person has failed to comply with all Library policies and procedures.

Privacy

Goulburn Mulwaree Library abides by the privacy policies of Goulburn Mulwaree Council and the Privacy and Personal Information Protection Act 1998.

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Personal information will be securely kept and only be used within Goulburn Mulwaree Council and any Council participating in an LSLA, or if otherwise required by law. Members have the right to request access to and/or correct any personal information held by the Library.

Loan Periods and Renewals

Library members may borrow collection items from the Library's lending collection only. Materials not available for loan may be accessed within the Library building only. Lending materials may be borrowed under the following provisions:

- Generally, members may borrow a maximum of thirty (30) items at any one time for a period of three (3) weeks, unless specified otherwise.
- Library members may borrow lending items from the collections of the Goulburn Mulwaree and Goulburn Mobile Libraries, and any Library part of a LSLA, and return items to any of these locations.
- Loans may be renewed twice unless specified otherwise or if reserved by another borrower.
- Items not renewed must be returned within 21 days of their final due date will be declared lost. A replacement fee will be charged for any items declared lost.
- Items must be returned in the same condition they were borrowed in. A replacement fee will be charged for any items returned damaged.
- Members will not be permitted to borrow or renew items if they have fees for lost or damaged items.

Reservations

Reservations may be placed on any lending collection materials of the Library and any Library part of an LSLA. Members may specify their preferred collection location for reserves. Members may reserve up to thirty (30) items, comprising 15 book and 15 non-book items at any one time, unless specified otherwise.

Members will be notified when reserved items are ready for collection, and will have 10 days to collect reservations. Any reservations not collected within 10 days will be void.

Fees and Charges

The Library does not charge overdue fines for the late return of Library items.

Other fees may be charged to Library members, as per the applicable Council's Fees and Charges, including, but not limited to the following:

- Lost or damaged collection materials
- Replacement Library cards
- Interlibrary loans

Fee disputes or requests for a fee reduction or waiver will be assessed by the governing body of the Library on a case by case basis.

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Loan of Audio Visual Media

The Library does not accept any responsibility for damage caused to a member's personal equipment as a result of using borrowed media such as eBooks, DVDs, CDs, and console games, or as a result of using Library computers or equipment.

Interlibrary Loans

Library members may request to borrow up to 15 items from other libraries in Australia through the National interlibrary loan system. Members requesting special needs materials (such as ESL or LOTE materials) may request up to 20 items.

Other libraries supplying items have the right to specify loan period or other conditions of loan. Any conditions or restrictions specified by the lending Library will be upheld. Fees may apply for interlibrary loans.

Access to Classified Library Resources

The Library exercises no censorship or limitation on access to publications classified 'unrestricted' under the *Classification (Publications, Films and Computer Games) Act 1995*.

Material rated as 'MA15+' or above by the Office of Film & Literature Classification will not knowingly be made available for loan to members under the age of 15 years.

Children and Young People

Library staff are not responsible for the care, safety or supervision of children under 18 years of age. Children must be in the care of a responsible adult at all times. Unattended children may be reported to Family and Community Services.

Library staff do not monitor information available online or in published works, and cannot be held responsible for their content. Restricting or monitoring access to collection materials and the Internet by children under 18 years of age is the responsibility of the parent or guardian.

Code of Conduct

- Users must not, without the consent of the governing body of the Library, use the Library for any purpose other than reading, studying, researching or engaging in Library programs.
- Users must not disrupt or otherwise interfere with other people using the Library.
- Users must not bring objects into the Library that may create an unsafe environment.
- Users must meet acceptable standards of personal hygiene and dress.
- Users must safeguard their own personal belongings. The Library is not responsible for any theft, loss or damage of personal belongings.
- Users must not take any animal into the Library other than an assistance or companion animal as defined under Section 9 of the *Disability Discrimination Act*

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1992, unless by prior arrangement with the governing body of the Library.

- Users must not write on or otherwise damage any Library material or equipment in any way.
- Users must comply with the *Copyright Act 1968* and any other legislation or specifications related to the access, duplication, retention and use of Library collection materials.

Directing users to leave the Library

A Library staff member may direct any person to leave the Library under the following circumstances:

- At closing time
- In an emergency
- If the user is conducting criminal behaviour
- If the user has contravened any of the Library's policies and procedures

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	12/12/2017	2017/514	12/12/2017	12/12/2017
2	21/07/2020	15.13	2/09/2020	2/09/2020

DIRECTORATE: Corporate Community Services
BUSINESS UNIT: Marketing, Events and Culture

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SECTION 14: GENERAL MANAGER

ITEM 14.1 QUESTIONS WITH NOTICE SUMMARY

194/20 **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes this report as information

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEM 14.2 COVID-19 REPORT

195/20 **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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SECTION 15: LATE REPORTS

ITEM 15.1 LATE REPORT FROM COMMITTEES FOR THE MONTH OF OCTOBER

196/20 **RESOLVED** by Cr McCormack and Cr Searl

That Item 15.1 - [Minutes of Committee/Information] listed below be received:

1. Local Traffic Committee – Minutes from meeting held 8 October 2020.

A motion was moved Cr Wheelwright and Cr Searl that Items 4.1 – 4.7 of Local Traffic Committee minutes from minutes from meeting held 8 October 2020 be adopted.

On being put the meeting the motion was carried.

197/20 **RESOLVED** by Cr Wheelwright and Cr Searl

That items 4.1 – 4.7 of Local Traffic Committee minutes from meeting held 8 October 2020 be adopted.

ITEM 4.1 REQUEST FOR ADDITIONAL SPEED SIGNAGE AT 1 HUME STREET, GUNNING

1. Council to erect additional pair of regulatory Speed limit sign of (50 km/h) along Hume and Yass Street, Gunning.
2. Council to carry out delineation work such as line marking at the intersection of Hume, Yass and Bond Street near 1 Hume Street, Gunning.

ITEM 4.2 REQUEST FOR ADDITIONAL SIGNAGE AT HOLLOWAYS ROAD, TARLO

1. Council install a 'Intersection Warning' sign at 170m prior to the Taralga and Holloways Road intersection;
2. Council in addition to the current advisory speed limit sign replace with larger size C signage and replicate with size B on right hand side of roadway ahead of the 'Intersection Warning' sign.

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3. Council to properly grade and seal the unsealed section on Holloways Road that is located about 20m from the intersection to match the sealed Taralga Road when funding becomes available.

ITEM 4.3 REQUEST TO INCREASE TRAFFIC SAFETY MEASURES IN COPELAND STREET, GUNNING

Item to be deferred to a future meeting after traffic counts are received so the outcome can be provided to LTC. Double white lines preferred if evaluation permits

ITEM 4.4 UPDATE ON SAFETY IMPROVEMENT MEASURES AT ST MARY'S SCHOOL, CROOKWELL

Item to be deferred to a future meeting after TfNSW representative visits the site for further review so the outcome can be provided to LTC.

ITEM 4.5 REQUEST FOR SPEED LIMIT CHANGES ON KANGALLOOLAH ROAD, BINDA

1. Council install appropriate 50 ahead signage, if not already in place.
2. TfNSW will review speed zones in Binda.
3. LTC recommends information of speed issues be passed to local police to monitor the area and enforce as necessary.

ITEM 4.6 UPDATE - REQUEST TO PREVENT VEHICLES PARKING IN THE NO PARKING ZONE AT GOULBURN AND COLYER STREET INTERSECTION, CROOKWELL

1. Install yellow unbroken (continuous) kerb line to indicate no stopping.
2. LTC recommends information on parking issues be passed to local police to monitor the area and enforce as necessary.

ITEM 4.7 PROPOSAL TO INSTALL BUS SHELTER AT KIALLA ROAD, CROOKWELL

1. Council accept the proposed bus shelter material from PBC Goulburn Bus Company and allocate a budget from the capital works program or relevant Traffic

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budget to cover the cost of bus installation and future maintenance.

2. Council to accept in principle the new proposed location of bus shelter opposite the Crookwell Hospital to be confirmed in the field with TfNSW.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 16: REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTH OF OCTOBER

198/20 **RESOLVED** by Cr Searl and Cr McCormack

That Item 16.1 - [Minutes of Committee/Information] listed below be received:

1. Collector Oval Committee – Minutes from meeting held 15 August 2020.
2. Collector Oval Committee – Minutes from meeting held 27 February 2020.
3. Tuena Hall and Recreation Area Committee – Meeting minutes – 16 September 2020.
4. Gullen Range Wind Farm Community Fund S355 Committee - Meeting Minutes – 22 September 2020.
- Council to write to and acknowledge the resignation of Floyd Davies from the Committee.
5. Taralga Wind Farm Community Fund S355 Committee - Meeting Minutes - 22 September 2020.
- Council to write to and acknowledge the resignation of Brian Moloney from the Committee.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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SECTION 17: NOTICES OF MOTION

Nil

SECTION 18: QUESTIONS WITH NOTICE

Nil

CLOSED COUNCIL ITEMS

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in 10A (2) of the Act and should be dealt with in a part of the meeting closed to the public and the media.

***Note:** Pursuant to Clause 25(1) of the Local Government (Meetings) Regulation, Council invites verbal representation by members of the public about whether the items listed below should not be considered by Council in a Closed Meeting. The items are:*

199/20 RESOLVED by Cr Searl and Cr McCormack

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to of the Local Government Act 1993: the press and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of sections 10A(2d(i)), 10A(2d(ii) and 10A(2a) as outlined above.
3. That the report relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Council closed its meeting at 9:42am and the public, staff and press left the meeting.

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200/20 **RESOLVED** by Cr Searl and Cr McCormack

That Council move out of closed Council and into open Council.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B
McCormack, J Searl, J Stafford
and J Wheelwright

Councillors who voted against:- Nil

Open Council resumed at 10:20am

Resolutions from the Closed Council Meeting

The following resolutions of Council, while the meeting was closed to the public, were read to the meeting by the Mayor.

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 PROCUREMENT OF TWO NEW WATER TRUCKS

201/20 **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council purchase two new Water Trucks with Barry Burrows water tanks for the sum of \$499,410.68 excluding GST from Hartwigs Queanbeyan.
2. Sell existing truck (Plant 489) through auction providing best value for money.

- CARRIED

Councillors who voted for:- Crs P Culhane, D O'Brien, B
McCormack, J Searl, J Stafford
and J Wheelwright

Councillors who voted against:- Nil

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ITEM 19.2
202/20

STAFFING MATTERS

RESOLVED by Cr Searl and Cr McCormack

1. That Council receive and note the report as information.

- CARRIED

Councillors who voted for:-

Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEM 19.3
203/20

GENERAL MANAGER - KPI'S UPDATE

RESOLVED by Cr Searl and Cr McCormack

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:-

Crs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

THE MEETING CLOSED AT 10:20am

Minutes confirmed 19 NOVEMBER 2020

.....
Mayor

6 MAYORAL MINUTES

The following item is submitted for consideration -

6.1	Mayoral Minute	42
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Mayoral Minutes - 19 November 2020

ITEM 6.1 Mayoral Minute

FILE REFERENCE I20/471

October 2020

19 October 2020	Meeting with Wendy Tuckerman MP and General Manager Virtual Meeting Meeting with CRJO CEO Kalina Kaloff and General Manager
20 October 2020	Meeting with General Manager Cullen Range wind farm community fund section 355 committee meeting Crookwell wind farm community section 355 committee meeting
22 October 2020	2GN Radio Interview
26 October 2020	CRJO Board Meeting - Virtual Meeting with General Manager Gunning Shire Hall Announcement with Wendy Tuckerman MP
27 October 2020	Meeting with General Manager
28 October 2020	Filming – opening of Crookwell Garden Festival Collector Windfarm Tour and AGM with General Manager
29 October 2020	2GN Radio Interview Collector Oval AGM meeting

November 2020

2 November 2020	Gunning Shire Hall AGM Meeting
3 November 2020	Meeting with General Manager
5 November 2020	2GN Radio Interview
10 November 2020	Meeting with General Manager
11 November 2020	Remembrance Day – Laying of wreaths with Cllr Searl
12 November 2020	2GN Radio Interview
16 November 2020	Meeting with Wendy Tuckerman MP and General Manager Virtual Meeting Meeting with General Manager
19 November 2020	2GN Radio Interview November Council Meeting

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence items for the month of November	44
-----	--	----

Correspondence - 19 November 2020

ITEM 8.1

Correspondence items for the month of November

RECOMMENDATION:

That Item 8.1 - [Correspondence/Information] listed below be received:

1. Austin Cummins – Thank You Letter Crookwell Lawn Cemetery - 3 November 2020

ATTACHMENTS

1. Download	Austin Cummins - Thank you Letter Crookwell Lawn Cemetery - 3 November 2020	Attachment
-----------------------------	---	------------

From: [Austin](#)
To: [Upper Lachlan Shire Council](#)
Subject: Lawn cemetery
Date: Tuesday, 3 November 2020 12:03:48 PM

Dear Council Office Staff,

I trust that you will ensure that this email finds its way to the appropriate recipient.

I am writing to compliment the Council for the way in which the Crookwell lawn cemetery is maintained. I saw it yesterday (Monday 2/10/20) and it is a credit to all involved; management and outdoor staff. Thank you.

Yours sincerely

Austin Cummins

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics for the Month of October 2020	48
10.2	Monthly Weeds Activity Report	56
10.3	Investments for the month of October 2020	60
10.4	Bank Balance and Reconciliation - October 2020	63
10.5	Rates and Charges Outstanding - 31 October 2020	64
10.6	Grants Report	66
10.7	Action Summary - Council Decisions	73

Information Only - 19 November 2020

ITEM 10.1 **Development Statistics for the Month of October 2020**

FILE REFERENCE I20/500

AUTHOR **Director of Environment and Planning**

ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of October 2020.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

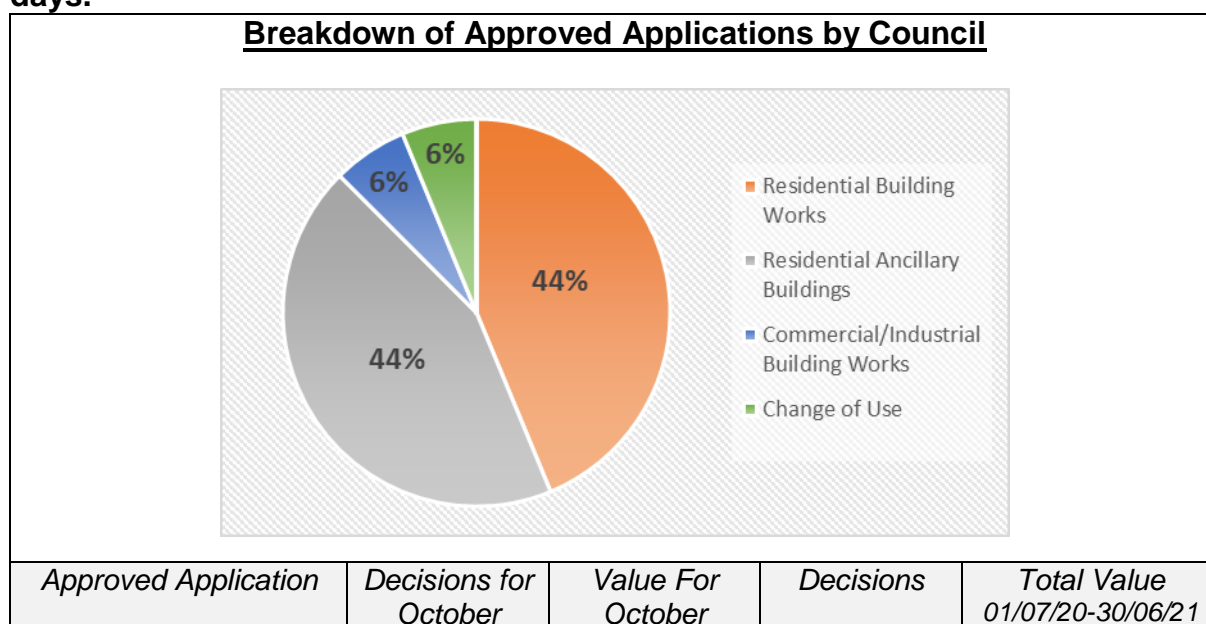
A standard monthly report providing Council with a summary of the development control activities that have occurred in the month of October 2020.

REPORT

The current level of development activity for October 2020 is summarised below:

DAs under assessment	S4.55 (MOD) under assessment	DAs received	DA modifications received	DAs determined	DA S4.55 (MOD) determined
22	4	9	0	16	0

The average determination processing time is for the month of October was 52 days.

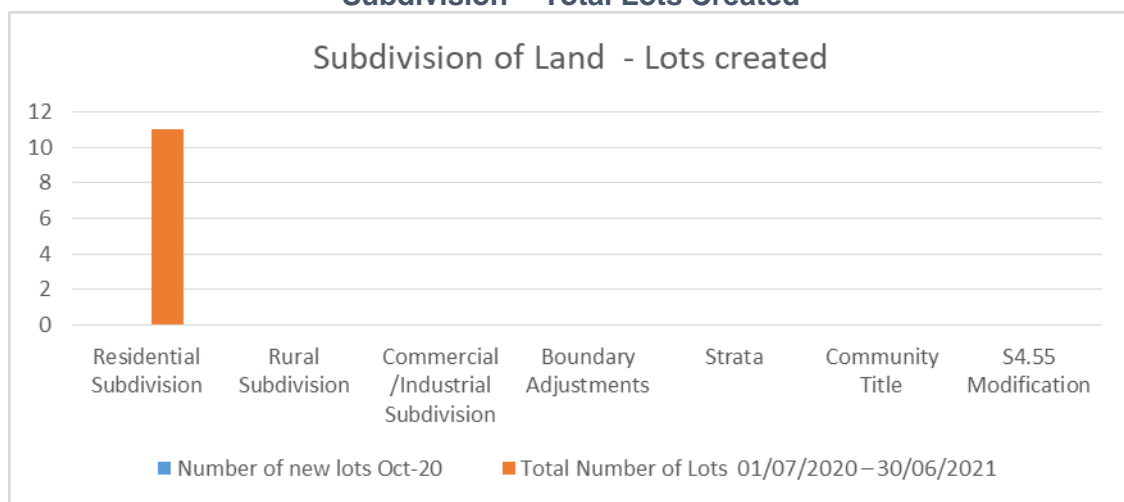


Information Only

DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2020 cont'd

			01/07/20- 30/06/21	
Subdivision	0	-	2	-
Residential Building Works	7	\$2,432,773	18	\$5,625,550
Residential Ancillary Buildings	7	\$125,094	16	\$351,835
Farm Buildings	0	-	2	\$104,022
Commercial/Industrial Building Works	1	\$800,000	2	\$844,000
Change of Use	1	-	1	-
S4.55 Modification	0	-	2	-
Other	0	-	0	-
TOTAL	16	\$3,357,867	43	\$6,925,407

Subdivision - Total Lots Created



Type of development	Number of applications October 2020	Number of new lots October 2020	Total Number of Lots 01/07/2020 – 30/06/2021
Residential Subdivision	0	0	11
Rural Subdivision	0	0	0
Commercial /Industrial Subdivision	0	0	0
Boundary Adjustments	0	0	0
Strata	0	0	0
Community Title	0	0	0
S4.55 Modification	0	0	0

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2020** cont'd**Development Applications Approved By Council (1 October to 31 October 2020):**

DA Reference	Proposal	Property Details	Stop the Clock days	Internal Referral	Total Elapsed days
33/2020	Dwelling Additions and Alterations	3981 Taralga Road, TARALGA Lot 1 DP 1180518	64	0	108
35/2020	Additions and Alterations to Service Station	56 Yass Street, GUNNING Lot 1 DP 214923	119	178	188
39/2020	Deck	25 Saxby Street GUNNING Lot B DP 403622	78	64	161
42/2020	Retail business	9 Murray Street COLLECTOR Lot 3 Sec 3 DP 995869	0	0	135
48/2020	Second dwelling, pool, dwelling addition, Deck	87 Breadalbane Road COLLECTOR Lot 150 DP 750008	56	7	135
62/2020	Dwelling Additions & Alterations	196 St Stephens Road WAYO Lot 23 DP 750054	64	0	40
65/2020	Dwelling	Pomeroy Road POMEROY Lot 167 DP 750019	16	0	92
68/2020	Dwelling	40 Ryan Place GUNNING Lot 8 DP 1219071	37	0	70
72/2020	Dwelling	12 Murray Street COLLECTOR Lot 4 DP 1073254	0	36	64
75/2020	Shed	10 Gunning Street DALTON Lot 21 DP 1098119	0	0	32
77/2020	Dwelling	4 Lorn Street COLLECTOR Lot 2 DP 731782	0	0	44
78/2020	Shed	19 Hill Street TARALGA Lot 2 DP 194734	0	0	49
80/2020	Shed	14 Gordon Street CROOKWELL Lot 14 Sec 4 DP 1809	0	0	43
84/2020	Shed	209 Cullen Street CROOKWELL Lot 1 DP 1071107	0	0	27
86/2020	Shed	39 East Street CROOKWELL Lot 2 DP 505060	0	0	25
87/2020	Garage	4 Richardson Street CROOKWELL	0	0	15

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2020** cont'd**Complying Development Applications Approved By Private Certifier
(1 October to 31 October 2020)**

Application Reference	Council Reference	Proposal	Property Details
2020/066	11/2020	Dwelling	4 Lark Close COLLECTOR Lot 106 DP 1258213
1025/20	10/2020 (modification)	Dwelling	12 Tait Street CROOKWELL LOT 106 DP 1111842

The Development Applications outstanding as of 31 October 2020 are summarised in the following table:

Development Applications Outstanding on October 2020 (In order of date submitted to Council)				
DA No.	Date Rec.	Proposal	Property	Reason
23/2018	26/2/2018	Dwelling	Gundaroo Rd, BELLMOUNT FOREST - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Under Assessment
187/2004 (S4.55)	1/10/2019	Subdivision	233 Holloways Rd, TARLO Lot 1 DP 1152061	Awaiting Additional Information
107/2015 (S4.55)	10/12/2019	Alterations & Additions	Cullerin Rd, GUNNING Lot 2 & 3 DP 743172	Under Assessment
161/2006 (S4.55)	23/3/2020	11 Lot Subdivision	Middle Arm Rd, MIDDLE ARM - Lot 182, 183 & 146 DP 750051, Lot 2 DP 532757, Lot 4 DP 532758	Awaiting Additional Information
98/2019 (S4.55)	24/04/2020	3 Lot Subdivision	Wheeo Road, GRABEN GULLEN Lot 2 DP 203470	Referred for Concurrence – State Agencies
41/2020	19/05/2020	2 Lot Subdivision	265 Laggan Road LAGGAN Lot 1 DP 136732 & Lot 2 DP 186334	Awaiting Additional Information
50/2020	12/06/2020	22 Lot Subdivision - Staged	93 Wade Street CROOKWELL Lot 1 DP 526480 & Lot 5 DP 540808	Awaiting Additional Information
51/2020	16/06/2020	Fire Station Extension	Nelanglo Street GUNNING Lot 1 & 4 DP 843551	Awaiting Additional Information
54/2020	30/06/2020	Dwelling	232 Carrabungla Road ROSLYN Lot 1 DP 1163257	Awaiting Additional Information

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2020** cont'd

56/2020	30/06/2020	6 Lot Subdivision	Hailstone Street BIGGA Lot 1 DP 1003429	Awaiting Infrastructure Comments
64/2020	15/07/2020	Dwelling	2246 Greenmantle Road BIGGA Lot 3 DP 1176105	Awaiting Additional Information
69/2020	11/08/2020	Farm Shed	Woodhouselee Road WAYO Lot 21 DP 586570	Awaiting Additional Information
70/2020	11/08/2020	Farm Shed	Woodhouselee Road WAYO Lot 49 DP 750054	Awaiting Additional Information
71/2020	11/08/2020	Farm Shed	Woodhouselee Road WAYO Lot 20 DP 586570	Awaiting Additional Information
79/2020	10/09/2020	Business Premise	Goulburn Street COLLECTOR Lot 4 Sec 15 DP 758263	Under Assessment
81/2020	21/09/2020	Subdivision	289 Redground Road CROOKWELL Lot 2 DP 810987	Under Assessment
82/2020	23/09/2020	Dwelling	3 Lark Close COLECTOR Lot 102 DP 1258213	Under Assessment
83/2020	1/10/20	Secondary dwelling	513 Cooksvale Road PEELWOOD Lot 18 DP 753013	Under Assessment
85/2020	06/10/20	Transportable dwelling & Shed	Bourke Street COLLECTOR Lot 11 Sec 6 DP 1809	Awaiting Additional Information
88/2020	8/10/20	Dwelling	23 Bunduluk Place GUNNING Lot 17 DP 1234849	Under Assessment
89/2020	8/10/20	Dwelling	671 Bridge Creek Road BINDA	Under Assessment
90/2020	14/10/2020	Shed	3 George Street COLLECTOR Lot 17 DP 727525	Under Assessment
92/2020	30/10/2020	Dwelling Additions & Alterations	403 Iron Mine Road CROOKWELL Lot 2 DP 1086805	Under Assessment
93/2020	30/10/2020	Dwelling	Junction Point Road TUENA Lot 53 DP 753028	Under Assessment
94/2020	30/10/2020	Dwelling	41 Graham Crescent CROOKWELL Lot 10 DP 1253454	Under Assessment

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2020** cont'd

95/2020	30/10/2020	Dwelling Additions & Alterations	1865 Golspie Road GOLSPIE Lot 218 DP 753034	Under Assessment
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**Withdrawn Applications
(1 October to 31 October 2020)**

DA Reference	Proposal	Property
-	-	-

2. Construction Certificates

Construction Certificates Issued by Council between 1 October to 31 October 2020

Approved by Council October 2020		Approved by Private Certifier October 2020	Year to date
5		2	23
CC No.	Approved by	Proposal	Property
28/2020	Council	Shed	43 Bourke Street COLLECTOR Lot 2 DP 1172469
34/2020	Council	Dwelling Additions & Alterations	67 Wade Street CROOKWELL Lot 2 DP 236804
73/2020	Council	Shed	14 Gordon Street CROOKWELL Lot 14 Sec 4 DP 1809
76/2020	Council	Shed	13 Bray Street CROOKWELL Lot 2 DP 1231222
78/2020	Council	Shed	4 Richardson Street CROOKWELL Lot 11 Sec 6 DP 1809
1516/20 (Council ref: 79/2020)	Private Certifier	Dwelling	49 Wheeo Road GRABBEN GULLEN Lot 367 DP 754115
200244/01 (Council ref: 80/2020)	Private Certifier	Alterations to existing community Hall	479 Bannister Lane BANNISTER Lot 237 DP 750043

3. Occupation Certificates

Occupation Certificates Issued by Council between 1 October to 31 October 2020

Approved by Council October 2020		Approved by Private Certifier October 2020	Year to date
4		1	15
OC No.	Approved by	Proposal	Property
59/2020	Council	Dwelling	1799 Towrang Road GREENWICH PARK Lot 12 DP 1095649
60/2020	Council	Shed	East Street CROOKWELL Lot 1 & 2 Sec 14 DP 758308

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2020** cont'd

OC No.	Approved by	Proposal	Property
62/2020	Council	Dwelling	1363 Rhyanna Road MIDDLE ARM Lot 2 DP 1054358
63/2020	Council	Dwelling	2524 Middle Arm Road MIDDLE ARM Lot 5 DP 1121292
214/20	Private Certifier	Dwelling	7 Green Avenue GUNNING Lot 115 DP 1250004

4. Subdivision Certificates

Subdivision Certificates Issued between 1 October to 31 October 2020		
Approved by Council		
October 2020	Year to Date	
4	7	
SC No.	Proposal	Property
16/2020	Boundary Adjustment	154 Alton Hill Road GUNNING Lot: 38 DP: 754114
9/2020	2 Lot Subdivision	63B Cooper Street TARALGA Lot: 1 DP: 1146520
17/2020	Road Widening	Lerida South Road GUNNING Lot: 25 DP: 735248
18/2020	Road Widening	Lerida North Road BREADALBANE Lot: 78 DP: 750031

5. Planning Certificates

The number of Planning Certificates issued this financial year are detailed below.

Year	Number of Certificates Issued
1 July 2020 to 31 October 2020	151
1 July 2019 to 30 June 2020	442
1 July 2018 to 30 June 2019	347

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

Information Only

DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2020 cont'd

ATTACHMENTS

Nil

Information Only - 19 November 2020

ITEM 10.2 Monthly Weeds Activity Report

FILE REFERENCE I20/493

AUTHOR Manager of Regulatory and Biosecurity Services

ISSUE

Providing Council with a summary of weed control activities undertaken throughout the Upper Lachlan Shire Local Government Area.

RECOMMENDATION That -

1. Council receives and notes the report as information.

REPORT

Throughout the reporting period a total of ninety four (94) property have been conducted through various areas of the shire, with a continued emphasis on education being the main priority for Biosecurity Officers.

In addition to property inspections Biosecurity Officers have also treated both Serrated Tussock and Paterson's curse throughout the shires road network, in an attempt to control their spread. It is envisioned that the up and coming warm weather will accelerate weed growth throughout the shire, with a heightened concentration of roadside weed control taking place over the coming months.

Inspections:

Weed	Parish	Road or Street	Date	Action	Degree
ST	Wowagin	Taralga	29/9/20	Routine	1
ST	Wowagin	Taralga	29/9/20	Notified	2
ST	Wowagin	Taralga	29/9/20	Routine	1
ST	Wowagin	Taralga	29/9/20	Notified	2
ST	Tyrl Tyrl	Taralga	30/9/20	Routine	1
ST	Tyrl Tyrl	Taralga	30/9/20	Routine	1
ST	Tyrl Tyrl	Taralga	30/9/20	Routine	1
ST	Tyrl Tyrl	Taralga	30/9/20	Routine	1
ST	Tyrl Tyrl	Taralga	1/10/20	Routine	1
ST BB	Tyrl Tyrl	Taralga	1/10/20	Notified	1 2
ST	Tyrl Tyrl	taralga	6/10/20	Routine	1
BB Brm	Tyrl Tyrl	Taralga	6/10/20	Notified	2 2
ST BB	Tyrl Tyrl	Taralga	6/10/20	Re-Insp	1 1
ST	Tyrl Tyrl	Taralga	6/10/20	Reinsp	1
ST	Tyrl Tyrl	Taralga	7/10/20	Routine	1
ST	Tyrl Tyrl	Taralga	7/10/20	Notified	2
ST Brm	Laggan	Taralga	7/10/20	Routine	1 1

Information Only

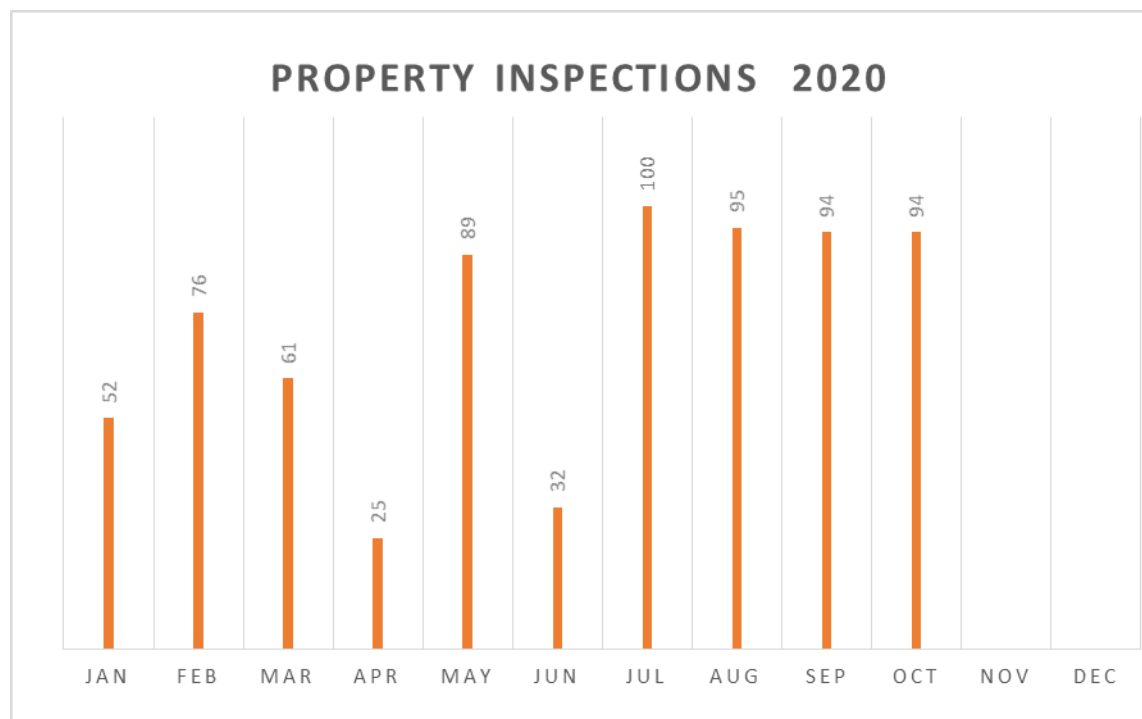
MONTHLY WEEDS ACTIVITY REPORT cont'd

ST	Laggan	Tyrl Tyrl	8/10/20	Routine	1
ST	Laggan	Carrabungla	8/10/20	Routine	1
ST	Tyrl Tyrl	Carrabungla	8/10/20	Routine	1
ST	Tyrl Tyrl	Carrabungla	8/10/20	Routine	1
Brm	Tyrl Tyrl	Taraalga	8/10/20	Routine	1
Brm	Tyrl Tyrl	Taralga	8/10/20	Notified	1
BB	Crookwell	Iron Mine	12/10/20	Notified	2
ST	Crookwell	Iron Mine	12/10/20	Routine	1
ST BB	Belmore	Laggan	13/10/20	Notified	2 2
ST BB	Belmore	Laggan	13/10/20	Re insp	1 1
ST	Belmore	Laggan	13/10/20	Reinsp	2 1
ST	Belmore	Laggan	14/10/20	Reinsp	1
ST	Belmore	Laggan	14/10/20	Reinsp	1
ST BB	Belmore	Laggan	14/10/20	Reinsp	1 1
ST BB	Belmore	Peelwood	15/10/20	Notified	1 2
ST	Belmore	Peelwood	15/10/20	Reinsp	1
ST	Belmore	Peelwood	15/10/20	Routine	1
ST BB	Laggan	Peelwood	20/10/20	Routine	1 1
ST BB	Laggan	Peelwood	20/10/20	Routine	1
BB	Laggan	Peelwood	20/10/20	Notified	2
BB	Laggan	Peelwood	20/10/20	Routine	1
ST	Laggan	Peelwood	20/10/20	Notified	2
ST BB	Burridgee	Fullerton	20/10/20	Locked	3 3
ST	Belmore	Laggan	21/10/20	Routine	1
ST	Belmore	Golspie	21/10/20	Routine	1
ST BB	Belmore	Redground	21/10/20	Notified	1 2
ST	Belmore	Redground	26/10/20	Routine	1
ST BB	Belmore	Redground	26/10/20	Notified	1 2
S/T	Tuena	Peelwood Rd	6/10/202	Notified	3
S/T	Tuena	Tuena	6/10/202	Routine	2
S/T	Tuena	Tuena	6/10/202	Routine	1
S/T	Tuena	Tuena	7/10/202	Routine	1
-	Belmore	Tyrl Tyrl Rd	8/10/202	Routine	-
-	Laggan	Carrabungla Rd	8/10/202	Routine	-
-	Tyrl Tyrl	Carrabungla Rd	8/10/202	Routine	-
-	Laggan	Carrabungla Rd	8/10/202	Routine	-
S/T	Tuena	Tuena	11/10/20	Routine	1
S/T	Tuena	Tuena	14/10/20	Notified	2
S/T	Tuena	Tuena	14/10/20	Routine	1
S/T-BB	Tuena	Tuena	15/10/20	Notified	2-2
S/T-BB	Tuena	Tuena	15/10/20	Notified	2-2
S/T	Yarramen	Tuena	20/10/20	Routine	1
S/T	Yarramen	Tuena	20/10/20	Notified	1
S/T	Kangaloolah	Peelwood rd	20/10/20	Notified	2
ST	Gurrundah	Gurrundah Road	06/10/20	Routine	1
ST,SJW,	Merrill	Grabben Gullen	07/10/20	Routine	1,1,1
SJW	Lampton	Grabben Gullen	08/10/20	Routine	1
ST	Lampton	Grabben Gullen	08/10/20	Routine	1
ST	Lampton	Grabben Gullen	08/10/20	Routine	1
-	Lampton	Grabben Gullen	09/10/20	Routine	-

Information Only

MONTHLY WEEDS ACTIVITY REPORT cont'd

-	Lampton	Grabben Gullen	09/10/20	Routine	-
ST	Pomeroy	Pomeroy Road	12/10/20	Re-Inspec	1
-	Lampton	Grabben Gullen	12/10/20	Routine	-
ST	Lampton	Grabben Gullen	12/10/20	Routine	1
BB,ST	Lampton	Grabben Gullen	12/10/20	Routine	1,1
BB	Collector	Breadalbane	13/10/20	Notified	3
-	Grabben Gullen	Grabben Gullen	13/10/20	Routine	-
ST,BB	Lampton	Grabben Gullen	14/10/20	Routine	1,1
ST,BB	Lampton	Biala Road	14/10/20	Routine	1,1
ST,BB	Grabben Gullen	Grabben Gullen	19/10/20	Routine	1,1
ST	Pomeroy	Storriers Lane	19/10/20	Re-Inspec	1
-	Lampton	Grabben Gullen	19/10/20	Routine	-
ST	Lampton	Biala Road	19/10/20	Routine	1
BB	Lampton	Clancys Road	20/10/20	Routine	1
BB	Lampton	Biala Road	20/10/20	Routine	1
BB	Garway	Sapphire Road	21/10/20	Routine	1
BB	Lampton	Biala Road	22/10/20	Routine	1
-	Biala	Biala Road	22/10/20	Routine	-
-	Garway	Biala Road	23/10/20	Routine	-
BB	Biala	Biala Road	23/10/20	Routine	1
ST,BB	Mutmutbilly	Cullerin Road	26/10/20	Re-Inspec	1,1
ST,BB	Mutmutbilly	Breadalbane	26/10/20	Re-Inspec	1,1
BB	Collector	Collector Road	26/10/20	Re-Inspec	1
ST,BB	Breadalbane	Gurrundah Road	27/10/20	Re-inspec	1,1
ST,BB	Breadalbane	Gurrundah Road	27/10/20	Re-Inspec	1,1
ST,BB	Gurrundah	Pomeroy Road	27/10/20	Notified	3,2
ST	Yarraman	Tuena	14/10/20	Notified	2



Information Only

MONTHLY WEEDS ACTIVITY REPORT cont'd

POLICY IMPACT

Nil.

OPTIONS

Nil.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil.

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 19 November 2020

ITEM 10.3 **Investments for the month of October 2020**

FILE REFERENCE **I20/480**

AUTHOR **Director of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 October 2020.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The investment portfolio register is provided for the information of Council.

REPORT

Investments to 31 October 2020

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$460,000	0.20%	N/A	31-10-20	\$144.71
Bank of Qld	TD	\$700,000	0.65%	189	14-04-21	\$2,356.03
Bank of Qld	TD	\$1,200,000	0.80%	364	18-08-21	\$9,573.70
Bank of Qld	TD	\$700,000	0.60%	168	31-03-21	\$1,933.15
Bank of Qld	TD	\$800,000	1.50%	364	02-12-20	\$11,967.12
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bank of Qld	TD	\$500,000	1.25%	182	18-11-20	\$3,116.44
Bank of Qld	TD	\$1,000,000	0.75%	169	03-02-21	\$3,472.60
Bank of Qld	TD	\$1,500,000	1.10%	287	24-03-21	\$12,973.97
Bendigo Bank	TD	\$1,000,000	0.65%	273	09-06-21	\$4,861.64
Bendigo Bank	TD	\$1,200,000	1.20%	266	09-12-20	\$10,494.25
Bendigo Bank	TD	\$800,000	1.55%	259	16-12-20	\$8,798.90
Bendigo Bank	TD	\$1,000,000	0.65%	196	20-01-21	\$3,490.41
Bendigo Bank	TD	\$1,000,000	0.50%	273	21-07-21	\$3,739.73
CBA	TD	\$1,500,000	0.62%	140	17-02-21	\$3,567.12

Information Only**INVESTMENTS FOR THE MONTH OF OCTOBER 2020** cont'd

CBA	TD	\$1,000,000	0.75%	259	10-03-21	\$5,321.92
CBA	TD	\$1,000,000	0.58%	273	16-06-21	\$4,338.08
CBA	TD	\$1,000,000	1.40%	363	11-11-20	\$13,923.29
IMB	TD	\$1,000,000	0.53%	106	16-12-20	\$1,539.18
IMB	TD	\$1,000,000	0.55%	99	02-12-20	\$1,491.78
IMB	TD	\$1,400,000	0.50%	140	10-02-21	\$2,684.93
IMB	TD	\$1,300,000	0.45%	119	24-02-21	\$1,907.26
IMB	TD	\$1,000,000	0.95%	181	28-11-20	\$4,710.96
IMB	TD	\$1,000,000	0.85%	195	06-01-21	\$4,541.10
NAB	TD	\$500,000	0.76%	177	27-01-21	\$1,842.74
NAB	TD	\$1,400,000	0.85%	364	04-08-21	\$11,867.40
NAB	TD	\$1,000,000	0.78%	350	11-08-21	\$7,479.45
NAB	TD	\$1,500,000	0.86%	196	13-01-21	\$6,927.12
NAB	TD	\$1,000,000	0.75%	271	26-05-21	\$5,568.49
NAB	TD	\$800,000	1.34%	364	17-03-21	\$10,690.63
NAB	TD	\$1,000,000	0.93%	140	04-11-20	\$3,567.12
		\$31,260,000				\$263,563.83

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 OCTOBER 2020**

Interest on Investments Received YTD	\$192,961
Annual budgeted amount for all funds	\$467,700
Percentage of Interest Received YTD	41.26%
Percentage of Year Elapsed	33.33%

Average market interest rate (90 day BBSW)	0.10%
Average return on all investments	0.93%

The above investments have been made in accordance with Section 625, of the Local Government Act 1993, the Local Government Regulations, the Ministerial Investment Order and the Council's Investment Policy.

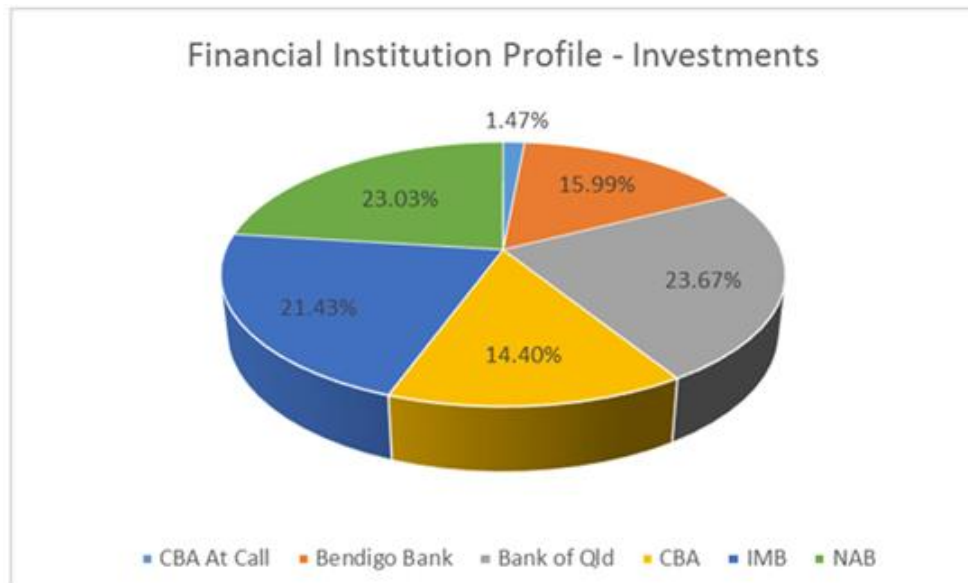
FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 31 OCTOBER 2020

The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"The maximum percentage that may be held in term deposits with any one financial institution is 25% of the portfolio, and the maximum to be held in at-call accounts be no more than 15%."

Information Only

INVESTMENTS FOR THE MONTH OF OCTOBER 2020 cont'd



SUMMARY OF AVAILABLE CASH AT 31 OCTOBER 2020

TOTAL INVESTMENTS: - **\$ 31,260,000.00**

INVESTMENTS BY FUND (INCLUDES RESTRICTED & UNRESTRICTED CASH): -

General Fund Reserves	\$ 20,397,397.28
Water Supply Fund Reserves	\$ 3,427,290.24
Sewerage Fund Reserves	\$ 5,644,074.27
Domestic Waste Management Fund Reserves	\$ 1,788,920.05
Trust Fund Reserves	\$ 2,318.16

POLICY IMPACT

Investments are in accordance with Council's Investment Policy and Strategy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 19 November 2020

ITEM 10.4 **Bank Balance and Reconciliation - October 2020**

FILE REFERENCE I20/481

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 31 October 2020.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

General Ledger balance brought forward 30 September 2020	506,976.22
Add: Receipts for October 2020	<u>2,255,867.96</u>
	2,762,844.18
Deduct: Payments for October 2020	<u>2,535,985.98</u>
Balance as at 31 October 2020	<u>226,858.20</u>
 Balance as per Bank Statement 31 October 2020	 1,042,869.17
Add: Outstanding Deposits	<u>2,424.56</u>
	1,045,293.73
Deduct: Unpresented Cheques / EFTs	<u>818,435.53</u>
Balance as at 31 October 2020	<u>226,858.20</u>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 19 November 2020

ITEM 10.5 **Rates and Charges Outstanding - 31 October 2020**

FILE REFERENCE **I20/482**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 31 October 2020.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of Council Rates and Charges outstanding at 31 October 2020.

REPORT

There is an attached report titled "Rate Collection Year 2021" for the 2020/2021 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

Description	31/10/2020	31/10/2019	31/10/2018
Total % Rates and Charges Outstanding	55.38%	54.26%	57.70%
Total \$ Amount Rates and Charges Outstanding	\$7,007,369	\$6,605,015	\$6,644,513

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. Download	Rate Collection by Year - November 2020	Attachment
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Rate Collection 2021 Year

Rating Categories	Levy Raised to date	Rates Received to 2 November 2020	Rates Outstanding to 2 November 2020	% Rates Outstanding 2 November 2020
Farmland	5,201,651.93	2,149,335.80	3,052,316.13	58.68%
Residential	1,332,834.26	577,999.66	754,834.60	56.63%
Rural Residential	722,502.22	349,973.57	372,528.65	51.56%
Business	324,787.87	212,605.31	112,182.56	34.54%
Mining	1,994.69	1,994.69	-	0.00%
Water	979,701.66	437,131.20	542,570.46	55.38%
Sewerage	1,564,041.75	693,093.50	870,948.25	55.69%
Domestic & Comm Waste	1,284,226.71	565,251.54	718,975.17	55.99%
Rural Waste	694,811.05	319,113.55	375,697.50	54.07%
Storm Water	47,562.13	19,400.44	28,161.69	59.21%
**Arrears	499,969.49	320,815.30	179,154.19	35.83%
Overall Total Rates	12,654,083.76	5,646,714.56	7,007,369.20	55.38%

Prepared by McLennanDate 5/11/20Authorised by Andrew G. GokeDate 5/11/2020

I:\2020-2021\Rates\Recs\%outst_October 31 -2020

Information Only - 19 November 2020

ITEM 10.6 **Grants Report**

FILE REFERENCE **I20/470**

AUTHOR **Grants/Projects Officer**

ISSUE

This report advises Council of grants available, grant applications in progress, submitted or unsuccessful applications and grant projects funded.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is an attachment to this report for Councillors information.

A list of grants available and ongoing grants listed on Council's website can be accessed by the following link:

<https://www.upperlachlan.nsw.gov.au/community/grants>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. Download	Grants and Projects Report for Council 19 November 2020	Attachment
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Grants and Projects Report to Council - 19 November 2020

Grant Applications in progress								
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress
Everyone Can Play	03.11.20	Coleman Park Inclusive Play Space	\$ 150,000	\$ 150,000	\$ 300,000	\$ 600,000	\$ 600,000	Lodged - Other contribution from Local Roads and Community Infrastructure Phase 2
Bushfire Local Economic Recovery Fund (BLERF)	11.12.20	Taralga Dam			TBA	TBA	TBA	Undertaking Application
		Multipurpose Aquatic and Activity Centre			TBA	TBA	TBA	Undertaking Application
		Visitors Information Centre			TBA	TBA	TBA	Undertaking Application
		Wombeyan Caves Road Fire Damage Access			TBA	TBA	TBA	Undertaking Application
Regional Connectivity Program	17.11.20	Upper Lachlan Rural Connectivity Solution	\$ 15,000	\$ 90,000	\$ 192,560	\$ 297,560	\$ 297,560	Other Contribution - \$75,000 BCRRF (below) and \$15,000 from Wi Sky (Wi Sky Lodging application)
Bushfire Community Recovery and Resilience Fund (BCRRF)	26.10.20	Upper Lachlan Rural Connectivity Solution	\$ -	\$ -	\$ 75,000	\$ 100,000	\$ 100,000	Contribution to Regional Connectivity Program (above)
		Council Grants Fund	\$ -	\$ -	\$ 25,000			Requirement of fund to run small grants program for community programs
Club Grants	08.10.20	Gunning Showground Amenities Block	\$ 50,000	\$ 672,747	\$ 192,053	\$ 914,800	\$ 914,800	Gap in SCCF funding for project plus outside furniture/BBQ area

Grant Applications in progress								
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress
Veolia Mulwaree Trust	19.08.20	Gunning Swimming Pool Upgrades	\$ 30,000	\$ -	\$ 49,107	\$ 79,107	\$ 79,107	Successful - permanent shade structures , seating and bubbler
Growing Local Economies Fund	2019	Tablelands Way	\$ 329,215	\$ -	\$ 6,255,079	\$ 6,584,294	\$ 6,584,294	Oberon Council lodged joint application
Bridges Renewal Program Round 5	29.05.20	Crookwell River Bridge - Julong	\$ 76,860	\$ -	\$ 768,600	\$ 1,537,200	\$ 1,537,200	Successful
Fixing Country Bridges	09.10.20				\$ 691,740			Lodged
Bridges Renewal Program Round 5	29.05.20	Peelwood Creek Bridge - Cooksvale Rd	\$ 55,262	\$ -	\$ 552,614	\$ 1,105,228	\$ 1,105,228	Successful
Fixing Country Bridges	09.10.20				\$ 497,352			Lodged
Bridges Renewal Program Round 5	29.05.20	Burra Burra Creek Bridge - Blue Hill Road	\$ 47,973	\$ -	\$ 479,726	\$ 959,452	\$ 959,452	Successful
Fixing Country Bridges	09.10.20				\$ 431,753			Lodged
Local Roads and Community Infrastructure Grant - Phase 1	Jul-20	Multipurpose Aquatic and Activity Centre	\$ 2,933,082	\$ 1,203,040	\$ -	\$ 5,000,000	\$ 5,000,000	Concept progressing (Refer to Pool Report) \$150,000 LRCI 2 funding towards Everyone Can Play application for Coleman Park Play Space
Local Roads and Community Infrastructure Grant - Phase 2	7.10.20			\$ 863,878				
Country Passenger Transport Infrastructure Grant	27.8.19	Gunning and Dalton Bus Stops	\$ 20,000	\$ -	\$ 22,000	\$ 42,000	\$ 42,000	Successful

Grant Applications in progress								
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress
Crown Reserves Improvement Fund	10.07.20	Crookwell Caravan Park Improvements	\$ 30,000	\$ -	\$ 117,818	\$ 147,818	\$ 147,818	Awaiting news on success
Fixing Country Roads	19.12.19	Peelwood Road Upgrade 3km	\$ 60,000	\$ -	\$ 1,478,700	\$ 1,970,800	\$ 1,970,800	Awaiting news on success
Heavy Vehicle Safety and Productivity Program Round 7	29.5.20			\$ -	\$ 432,100			Successful
Heavy Vehicle Safety and Productivity Program Round 7	29.05.20	Wheeo Road Upgrade 5km	\$ 85,000	\$ -	\$ 573,288	\$ 2,633,150	\$ 2,633,150	Successful
Fixing Country Roads	19.12.19			\$ -	\$ 1,974,862			Awaiting news on success
Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
NSW Small Business Month 2020	31.08.20	Small Business Workshops	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	Undertaking Reporting
Streets as Shared Spaces	10.06.20	Share R Streets	\$ 3,000	\$ -	\$ 99,700	\$ 102,700	\$ 102,700	Project progressing.
		Laggan and Taralga Shared Streets	\$ 3,000	\$ -	\$ 115,885	\$ 118,885	\$ 118,885	Project progressing.
Fixing Local Roads	02.12.19	Collector Road Upgrade 3km	\$ 495,300	\$ -	\$ 1,485,900	\$ 1,981,200	\$ 1,981,200	Project progressing.

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
Fixing Country Roads	10.10.19	Kangaroo Creek Bridge - Bigga	\$ 965,000	\$ -	\$ 965,000	\$ 1,930,000	\$ 1,930,000	Tender closing 13 November 2020
Showground Stimulus Funding Program Tranche 1 19/20	25.4.20	Improvements Gunning Showground Hall	\$ 46,201	\$ -	\$ 45,593.70	\$ 136,307.20	\$ 136,307.20	Opening with Wendy Tuckerman and Mayor on 26 October 2020
					\$ 44,513.00			
Bushfire Community Resilience and Economic Recovery Fund	26.02.20	Training, Marketing and Events	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	Completion date 30.3.21. Training completed, Marketing activities currently taking place.
Building Better Regions Fund - Round 3	15.11.18	Wombeyan Caves Road Upgrade	\$ 100,000	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 5,028,000	Draft tender documents completed.
Growing Local Economies Fund	05.07.18			\$ -	\$ 2,428,000	\$ 2,428,000		
Stronger Country Communities Fund (Round 3)	18.9.19	Pat Cullen Reserve Group Picnic Shelter	\$ -	\$ -	\$ 58,695	\$ 58,695	\$ 58,695	Installation started 2.11.20 and will be completed by 13.11.20
		Gunning Showground Amenities	\$ 50,000	\$ -	\$ 672,747	\$ 722,747	\$ 722,747	Project progressing.
Showground Stimulus Funding Program Tranche 2 19/20	25.4.20	Gunning Showground Amenities	\$ -	\$ -	\$ 37,400	\$ 37,400	\$ 37,400	Variation being undertaken to prepurchase items due to mid-21 completion date.
Stronger Country Communities Fund (Round 2)	01.05.18	PAMP – 1 st priorities	\$ -	\$ -	\$ 356,772	\$ 356,772	\$ 356,772	Variation successful. RFQ being written.

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
Drought Communities Programme	21.01.20	Peelwood Bridge Replacement	\$ 731,016	\$ -	\$ 1,000,000	\$ 1,731,016	\$ 1,731,016	Variation approved: Peelwood Bridge 30/6/21 completion - tender closing 13 Nov 20, pathways completion 24/03/21.
		PAMP						
Growing Local Economies Fund	05.07.18	Grabine Road Upgrade	\$ 200,000	\$ -	\$ 3,300,000	\$ 3,500,000	\$ 3,500,000	Project progressing.
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	Taralga Bus Stop almost completed.
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$ 81,260	\$ -	\$ 450,000	\$ 1,062,490	\$ 1,062,490	Due to leftover funding new scope has been identified and estimates are being prepared to apply for scope variation.
Fixing Country Roads 2015	02.05.16			\$ -	\$ 531,230			
Bridges Renewal (Round 4)	05.02.19	Crookwell River Bridge - Woodville Road	\$ 294,861	\$ -	\$ 294,860	\$ 589,721	\$ 589,721	Project progressing.
		Diamond Creek Bridge - Kangaloolah Road	\$ 561,007	\$ -	\$ 560,000	\$ 1,121,007	\$ 1,121,007	Construction started on 12 October. Bridge demolition and piling completed.

Gunning Showground Hall Upgrade - Showground Stimulus Funding - Phase 1



New Roof Gutters and Awnings



Airconditioning and Sanding of Floor



Painting and New Awning



Opening Ceremony

Information Only - 19 November 2020

ITEM 10.7 Action Summary - Council Decisions

FILE REFERENCE I20/464

AUTHOR General Manager

ISSUE

Details are provided of action taken with respect to Council decisions.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Details are provided of action taken with respect to Council decisions.

REPORT

Summary sheet from the:-

Council Meeting: 16 August 2018

243/18	Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas.	GO	As required when suitable grants or funding is made available.
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Council Meeting: 20 June 2019

143/19	Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee. Council ensure that the proper processes have been undertaken in compliance with the Local Government Act 1993 and the Environment and Planning Assessment Act 1979 to reclassify the Community Land to Operational Land.	GM	Negotiating price of compulsory acquisition of land.
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ACTION SUMMARY - COUNCIL DECISIONS cont'd

Council Meeting: 19 September 2019

Ordinary Meeting of Council held on 19 November 2020
Page 74

Council Meeting: 17 October 2019

301/19	That Council upon the appointment of the new General Manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams.	Mayor/GM	Future workshop.
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Council Meeting: 21 November 2019

349/19	That a report be provided to Council on the resources required to provide the Director of Environment and Planning to complete an investigation into the number of buildings in the towns and villages of the Upper Lachlan Shire that requires fire safety statements.	DEP	Report to be provided to a future Council Meeting.
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Council Meeting: 20 February 2020

21/20	Council defer the recommendations 1 to 5 of the Water Security in ULSC report.	GM	Report to be provided to a future Council Meeting.
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Council Meeting: 17 September 2020

159/20	1. Chairman of Audit, Risk committee to present to Council at future meeting following resolution 150/20.	GM	November 19 2020 presentation for Council meeting.
169/20	1. Council adopts Schedule A as the Agenda for the business of the Ordinary Meeting of Council. 2. Council adopts Schedule B as being appropriate for the various Committee structures, current Committee memberships and appointment of representations/delegates. 3. Council appoints the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.	GM/EA	Workshop to be locked in for a future date.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

	4. Council has a workshop to discuss the future structure of all committees and a further report be provided to the November Council meeting.		
181/20	1. Council request a workshop and a report on the operation of the green-waste services thus far so that Council can review the potential extensions of service to a full year service.	GM/WWS	A future date to be set prior to March 2021.

Council Meeting: 15 October 2020

185/20	Council be provided a report on the future of the Taralga water supply storage dam detailing actions to date and options going forward.	GM/WWS	Report submitted in 19 November 2020 Council Meeting.
187/20	Council receive a report outlining the policy and steps for naming facilities at the Crookwell Memorial Oval complex	GM/DEP	Report submitted in 19 November 2020 Council Meeting.
191/20	<ol style="list-style-type: none"> 1. Council resolves that the 2019/2020 Financial Statements be referred for independent audit by external auditors, Audit Office of NSW; 2. The Mayor, Deputy Mayor, General Manager and Director of Finance and Administration sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2019/2020 Financial Statements; 3. Council adopt the 2019/2020 Financial Statements for Council, containing the General Purpose and Special Purpose Financial Statements; and 4. The General Manager be delegated the authority to authorise the Council 2019/2020 Financial Statements for issue immediately 	DFA	<p>Copy of signed statements forwarded to Auditors on 19 October 2020.</p> <p>External Audit commenced 6 October 2020.</p>
192/20	1. Council adopts the reviewed Salary Sacrifice Policy.	EA	Policy registered and placed on Website 15 October 2020.
193/20	1. Council adopts the reviewed Library Membership and Access Policy.	EA	Policy registered and placed on Website 15 October 2020

197/20	<p>ITEM 4.1 REQUEST FOR ADDITIONAL SPEED SIGNAGE AT 1 HUME STREET, GUNNING</p> <p>1. Council to erect additional pair of regulatory Speed limit sign of (50 km/h) along Hume and Yass Street, Gunning.</p> <p>2. Council to carry out delineation work such as line marking at the intersection of Hume, Yass and Bond Street near 1 Hume Street, Gunning.</p> <p>ITEM 4.2 REQUEST FOR ADDITIONAL SIGNAGE AT HOLLOWAYS ROAD, TARLO</p> <p>1. Council install a 'Intersection Warning' sign at 170m prior to the Taralga and Holloways Road intersection;</p> <p>2. Council in addition to the current advisory speed limit sign replace with larger size C signage and replicate with size B on right hand side of roadway ahead of the 'Intersection Warning' sign.</p> <p>3. Council to properly grade and seal the unsealed section on Holloways Road that is located about 20m from the intersection to match the sealed Taralga Road when funding becomes available.</p> <p>ITEM 4.3 REQUEST TO INCREASE TRAFFIC SAFETY MEASURES IN COPELAND STREET, GUNNING</p> <p>Item to be deferred to a future meeting after traffic counts are received so the outcome can be provided to LTC. Double white</p>	DOI / TRAFFIC	Inspections have taken place with Transport NSW on 20 October 2020.
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	<p>lines preferred if evaluation permits</p> <p>ITEM 4.4 UPDATE ON SAFETY IMPROVEMENT MEASURES AT ST MARY'S SCHOOL, CROOKWELL</p> <p>Item to be deferred to a future meeting after TfNSW representative visits the site for further review so the outcome can be provided to LTC.</p> <p>ITEM 4.5 REQUEST FOR SPEED LIMIT CHANGES ON KANGALLOOLAH ROAD, BINDA</p> <ol style="list-style-type: none">1. Council install appropriate 50 ahead signage, if not already in place.2. TfNSW will review speed zones in Binda.3. LTC recommends information of speed issues be passed to local police to monitor the area and enforce as necessary. <p>ITEM 4.6 UPDATE - REQUEST TO PREVENT VEHICLES PARKING IN THE NO PARKING ZONE AT GOULBURN AND COLYER STREET INTERSECTION, CROOKWELL</p> <ol style="list-style-type: none">1. Install yellow unbroken (continuous) kerb line to indicate no stopping.2. LTC recommends information on parking issues be passed to local police to monitor the area and enforce as necessary. <p>ITEM 4.7 PROPOSAL TO INSTALL BUS SHELTER AT KIALLA ROAD, CROOKWELL</p> <ol style="list-style-type: none">1. Council accept the proposed bus shelter material from PBC Goulburn		
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

	<p>Bus Company and allocate a budget from the capital works program or relevant Traffic budget to cover the cost of bus installation and future maintenance.</p> <p>2. Council to accept in principle the new proposed location of bus shelter opposite the Crookwell Hospital to be confirmed in the field with TfNSW.</p>		
198/20	<p>4. Gullen Range Wind Farm Community Fund S355 Committee - Meeting Minutes – 22 September 2020. - <i>Council to write to and acknowledge the resignation of Floyd Davies from the Committee.</i></p> <p>5. Taralga Wind Farm Community Fund S355 Committee - Meeting Minutes - 22 September 2020. - <i>Council to write to and acknowledge the resignation of Brian Moloney from the Committee.</i></p>	GM/ EA	Letters written and sent to both Floyd Davies and Brian Moloney on 15 October 2020.
201/20	<p>1. Council purchase two new Water Trucks with Barry Burrows water tanks for the sum of \$499,410.68 excluding GST from Hartwigs Queanbeyan.</p> <p>2. Sell existing truck (Plant 489) through auction providing best value for money.</p>	DOI	Council purchased and placed order for trucks on 19 October 2020

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

11.1	2020/2021 Local Heritage Places Grant Applications	82
11.2	Policy and steps for naming facilities at the Crookwell Memorial Oval complex	85

Environment and Planning - 19 November 2020

ITEM 11.1 **2020/2021 Local Heritage Places Grant Applications**

FILE REFERENCE **I20/455**

AUTHOR **Director of Environment and Planning**

ISSUE

To provide details of the assessment and recommendation for the allocation of grant(s) under the 2020/2021 Local Heritage Places Grant Program.

RECOMMENDATION That -

1. Council notes the content of the report and endorses the proposed allocation of the following 2020/2021 Local Heritage Places Grants Program grants:
 - Michelle Green – Restoration of Goodhew Bros Store – Lot 3 DP 995232 33A Orchard Street, Taralga - \$3,500.00.
 - Margaret Murray – “Bevendale Station” Shearing Shed – Lot 2 DP 712708 1803 Bevendale Road, Bevendale - \$3,500.00.
2. A letter of Offer be sent to the successful applicants.

BACKGROUND

Upper Lachlan Shire Council recently invited applications under the ‘Local Heritage Places Grants Program 2020/2021’. Two (2) applications were received. The applications have been assessed by Council’s Heritage Advisor, Dr Jennifer Lambert Tracey and that assessment has been peer reviewed. The purpose of this report is to present the recommendation of Local Heritage Places Grant Program 2020/2021 to Council for endorsement.

REPORT

Council’s Local Heritage Places Grants Program provides support to property owners to undertake work to conserve local heritage items. The Program is part funded by the Department of Premier and Cabinet and the Heritage Council of NSW. A total of \$11,000 is available to offer, with the advertised allocation being grants between \$1,000 and \$3,000 (maximum). The grants are offered on a ‘dollar for dollar’ basis, that is, the program will match each dollar spent by the applicant up to the maximum grant amount.

Grant Assessment Criteria

In assessing the priority of applications the following criteria was used. With the exception of Item 1, it is not essential for projects to meet all of the criteria:

1. Technical and financial ability to complete the project by 23 April 2021.
2. Amount of financial contribution by applicant.
3. Complement broader conservation objectives.
4. Encourage the conservation of other heritage items.
5. Restoration of local heritage building or item highly valued by the community.
6. Highly visible to the public.
7. High public accessibility.
8. Conservation creates hardship.
9. Urgent projects to avert threat to a heritage item.
10. Owners with outstanding Council rates may be ineligible.

Assessment

In assessing the application a level of heritage significance is given. The following level of significance was used:

- High / Moderate Local Significance

The number of application submitted for 2020/2021 has decreased, possibly due to COVID-19 and the current economic stress in the community. Discussions with residents / potential grant applicants, confirms that there is a consistent interest in the preservation and restoration of heritage properties. Efforts by the Heritage Advisor are ongoing in assisting owners with their personal efforts to protect the historical qualities of their properties.

Application No	1-2020/2021
Location	Lot 3 DP 995232 33A Orchard Street, Taralga
LEP 2010 listed	Item 148
Proposal	Remove paint from external surfaces. Prepare and repaint features leaving stone and brick work to original. Replace shop sign and fix awning.
Grant Requested	\$3,000.00
Assessment	High / Medium Local Heritage Significance
Recommendation	Offer \$3,500.00 grant (50% of quoted works)

Application No	2-2020/2021
Location	Lot 2 DP 712708 1803 Bevendale Road, Bevendale
LEP 2010 listed	Not currently listed
Proposal	Replace existing gutters to match. Re-align the external perimeter of the floor frame and post supports. Re-support/re-align external wall cladding.
Grant Requested	\$6,000.00
Assessment	Moderate Local Heritage Significance
Recommendation	Offer \$3,500.00 grant (50% of quoted works)

Given the reduced number of applications for funding under the 2020/2021 Local Heritage Places Grant Program the allocation proposed in the recommendation provides an appropriate allocation from the total available (\$11,000) grant funding.

POLICY IMPACT

The assessment and review of the grant application has been undertaken in accordance with the Local Heritage Fund Grant Guidelines.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

These grants are supported as part funded by the Department of Premier and Cabinet and the Heritage Council of NSW under the Local Heritage Places Grant Funding Program with up to \$5,500 for Period 1 (2019/2020) and up to \$5,500 for Period 2 (2020/2021). Councils Operational Plan 2020/2021 has allocated the required dollar for dollar amount to support the funding.

RECOMMENDATION That -

1. Council notes the content of the report and endorses the proposed allocation of the following 2020/2021 Local Heritage Places Grants Program grants:
 - Michelle Green – Restoration of Goodhew Bros Store – Lot 3 DP 995232 33A Orchard Street, Taralga - \$3,500.00.
 - Margaret Murray – “Bevendale Station” Shearing Shed – Lot 2 DP 712708 1803 Bevendale Road, Bevendale - \$3,500.00.
2. A letter of Offer be sent to the successful applicants.

ATTACHMENTS

Nil

Environment and Planning - 19 November 2020

ITEM 11.2 **Policy and steps for naming facilities at the Crookwell Memorial Oval complex**

FILE REFERENCE I20/479

AUTHOR **Director of Environment and Planning**

ISSUE

Naming of facilities at the Crookwell Memorial Oval complex.

RECOMMENDATION That –

1. Council receive and note the report as information.

BACKGROUND

At the 15 October 2020 Council Meeting, Resolution No 187/20 it was requested that *“Council receive a report outlining the policy and steps for naming facilities at the Crookwell Memorial Oval complex”*.

A copy of the current Infrastructure Assets Naming Policy and Geographical Names Board – Guidelines for the determination of places names are attached for Councillors information.

REPORT

In accordance with Council adopted Infrastructure Assets Naming Policy, a summary of the proposed steps are outlined below:

1. Council advertise the calling of expressions of interest in the proposed naming of the Crookwell Memorial Oval Complex building.
2. Council staff undertake an assessment of the submitted names against the Infrastructure Asset Naming Policy and Geographical Names Board – Guidelines for the determination of place names.
3. A report be provided to Council detailing the assessment of proposed name(s) in accordance with the Geographical Names Board - Guidelines for the determination of place names.
4. Council endorse a name to allow for the public exhibition of the proposed name.
5. A report be provided to Council on submission(s) received regarding the proposed name.
6. Council endorse a proposed name.

POLICY IMPACT

Infrastructure Assets Naming Policy
Street and Road Naming Policy
Geographical Names Board – Guidelines for the determination of place names
Upper Lachlan Shire Council – Infrastructure Plan

Environment and Planning

**POLICY AND STEPS FOR NAMING FACILITIES AT THE CROOKWELL
MEMORIAL OVAL COMPLEX cont'd**

OPTIONS

Nil



FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council receive and note the report as information.

ATTACHMENTS

1. 	Infrastructure Assets Naming Policy	Attachment
2. 	Geographical Names Board - Guidelines for the determination of place names	Attachment

POLICY:-	
Policy Title:	Infrastructure Assets Naming Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	21 May 2020
Resolution Number:	
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	21 May 2020
Resolution Number:	86/20
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	4 October 2019 Reviewed 9 February 2020
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Coordinator Assets and Risk
Committee/s (if any) consulted in the development of this policy::	N/A
Responsibility for implementation:	Manager Assets and Design
Responsibility for review of Policy:	Coordinator Assets and Risk

ULSC Infrastructure Naming Policy
Adopted: 21 May 2020

1. PURPOSE:

To ensure a consistent and transparent approach to the naming of Council's existing and proposed infrastructure assets.

2. SCOPE:

This policy applies to infrastructure assets within the Upper Lachlan Shire Council Local Government Area.

Street and road Names are not included in this policy

3. RELATED POLICIES:

- Street and Road Naming Policy
- Geographical Names Board of NSW Policy – Place Naming
- ULSC Infrastructure Plan

4. DEFINITIONS:

To assist in interpretation, the following definitions apply:

Council means Upper Lachlan Shire Council (ULSC)

GNB Geographical Names Board of NSW

Infrastructure Assets means Infrastructure assets such as walkways, footbridges, parks, buildings and structures other than roads and other road related infrastructure under the control of Council.

Road has the meaning given under the NSW Roads Act 1993.

Naming convention means a standardised and unambiguous system used to name places, objects, installation and geographical features within Upper Lachlan Shire Council.

Geographical features means natural or environmental aspects of particular region or area.

Dual naming means a system of applying an additional name to geographical and environmental features where there is strong evidence or pre-existing Aboriginal place name.

Public land means a place open to the public and is under the care, management or ownership of Council, including parks, gardens, trails, habitats, reserves, waterways, sports grounds, community facilities, picnic shelters; may also be referred to as a Council assets.

ULSC Infrastructure Naming Policy
Adopted: 21 May 2020

5. POLICY STATEMENT:

The naming of infrastructure assets provides an opportunity to honour individuals and groups for contributions and achievements that deserves recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history.

Naming of infrastructure assets may arise either:

- At the instigation of Council, or the community for existing unnamed infrastructure assets; or
- As a result of new infrastructure assets being constructed as part of Council works or residential development.

This policy provides a consistent approach to the naming of infrastructure assets to ensure that:

- Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- Any new infrastructure asset name does not conflict with existing names presently in use; and

5.1 Naming

Names will be assessed for inclusion in the Approved Place Names Register against the following criteria:

- Diversity of place names within the local government area;
- In line with Geographical Names Board of NSW Policy – Place Naming
- Consists of less than 35 characters (including spaces and excluding infrastructure asset type;
- Propriety of the name;

Applications will not be considered where the name is:

- Of person still active in their service, position or community;
- Offensive or likely to give offence;
- Inappropriate sounding when pronounced;
- Considered as a commercial or company name;
- Deemed to be incongruous-out of place;
- A given name, except where it is necessary to identify an individual to avoid ambiguity; and

Applications will be assessed by Council with applicants notified in writing of the outcome of their application.

ULSC Infrastructure Naming Policy
Adopted: 21 May 2020

5.2 Renaming

Renaming is discouraged however an infrastructure assets may be considered for renaming upon request if the name is:

- Not in line with Geographical Names Board of NSW Policy – Place Naming
- a person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- a strong community desire (for example over 100 submissions) for a name change;
- duplicated elsewhere in the Council area;
- found that the information submitted regarding the naming of infrastructure assets is factually incorrect.

5.3 Nominations

If Council is instigating the naming of an infrastructure assets, a notice will be placed on Council's website and advertised in the local newspaper. Council may also seek specific input from community groups, property owners/residents or other representative bodies as deemed necessary to ensure that community consultation has taken place.

Members of the public may submit at any time, naming ideas, for consideration. Submissions should be sent to the General Manager in writing and should include the following information:

- Name/s selected to be in compliance with the GNB place naming policy;
- Type of infrastructure Asset to be named
- Exact location and/or locality of the infrastructure asset; and
- Any other relevant information pertaining to the suggested name/s in order to make a decision.

5.4 Approving Nominations

Council may adopt, alter or reject any recommendation presented.

When naming or renaming a public infrastructure, Council must consider:

1. A public notice is published in a local newspaper seeking submissions within 28 days to request proposed infrastructure names;
2. Following 28 days, the response from the public, a review of the proposed names must be conducted using the principle of the GNB Place Naming Policy.

ULSC Infrastructure Naming Policy
Adopted: 21 May 2020

3. If Council receive several proposed names, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. Any decision by the Council at this stage can only be that it is proposing a name of the infrastructure from the choices submitted.
4. The public have the opportunity at the Council meeting with the infrastructure naming item listed to speak for or against any name proposed.
5. Following a resolution by Council on the proposed names or re-naming of infrastructure Council will:
 - a. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision;
 - b. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
6. Council staff to install signage on the new infrastructure name
7. The Asset register shall be updated with new the infrastructure name:

5.5 New Development

Proposed names received by the developer will be assessed and approved by the Development Engineering unit as part of the Development Approval Process.

Property developers who wish to name an alternative name for the infrastructure assets, an application must be received in an approved form. Application must propose a name that complies with this policy.

6. RESPONSIBILITY

Director of Infrastructure

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

Manager of Assets & Design

Manager of Assets and Design is responsible for the processing of the infrastructure naming in this policy, monitor the budget for the naming of the infrastructure, review, advertise, approve the infrastructure names and help with the infrastructure naming register.

ULSC Infrastructure Naming Policy
Adopted: 21 May 2020

Design Engineer

Design Engineer is responsible for the review of the applications and provides any recommendations to the Manager of Asset and Design in consultation with the Coordinator Assets and Risk

Coordinator Assets and Risk

Maintain and update the Asset register and review of this policy.

7. REVIEW TIMELINES

This policy will be reviewed when any of the following occurs:

- The related legislation or governing documents are amended or replaced; or
- Other circumstances as determined from time to time by Council; or
- Two years from date of adoption.



**Geographical
Names Board**

Guidelines for the determination of place names

ISSN 2201-8514

www.gnb.nsw.gov.au

September 2018

The following principles shall apply for all new geographical names in New South Wales

Language

1. Geographical names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the geographical name.
2. Diacritical marks (symbols such as ´ in é, ¸ in ç or ð in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
3. Geographical names shall be easy to pronounce, spell and write, and preferably not exceed three words (including any designated term) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
4. The following types of punctuation as used in Australian English shall not be included as part of a geographical name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (""), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), dash (/) and parenthesis (). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a geographical name.
5. An apostrophe mark shall not be included in geographical names written with a final 's', and the possessive 's shall not be included e.g. Georges River not George's River. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connell Plains).
6. A geographical name shall not include a preposition e.g. Avenue of the Allies.
7. Geographical names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve is not acceptable.

8. A geographical name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Point, not Pt except that St shall be used for Saint. An exception may be where an abbreviation may have become widely accepted by the community. Eg CWA for Country Women's Association.
9. For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
10. A geographical name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a geographical name they shall be written in full e.g. Fourth Top Ridge, Eleven Mile Creek.
11. A geographical name shall not include initials e.g. A F Wyatt Reserve.
12. The spelling of geographical names derived from the same source shall be uniform in spelling. e.g. Mount Kosciuszko is now spelt with z to be consistent with original spelling.
13. Postnominals and titles shall not be included in geographical names eg John Smith not John Smith AO. An exception is the use of 'VC'.

Form and Character of Names

14. Place names shall be recognisable words or acceptable combinations of words and shall be appropriate to community sensitivities. Discriminatory or derogatory names are not acceptable.
15. Commercial and business names shall not be used for geographical names, particularly where the name can be construed to promoting a business. However, business names no longer in use which promote the heritage of an area are acceptable.
16. Use of club, society, association or special interest group names is discouraged. Such association may change their focus or for some reason lose community support. Community based associations, particularly those philanthropic associations, may be acceptable (eg Rotary, Lions, Apex).

Spatial Services, a unit of the Department of Customer Service

Duplication of names

17. New place names may be duplicated, provided there is no duplication of the name within the local government area or adjoining local government areas. However, duplication should be avoided wherever possible.

Commemorative names

18. Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.
19. The person commemorated should have contributed significantly to the area around the geographic feature or locality. When such a name is applied, it shall be given posthumously, at least one year after the decease of the person.
20. Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner's name. Names of persons holding public office shall not be used.

Selection of names

21. Aboriginal names are encouraged as the name to be used for any feature that currently does not have a name recognised by the Board.
22. Names acknowledging the multicultural nature of our society, and gender diversity in names, are encouraged
23. Names associated with the heritage of an area are encouraged, especially the names of early explorers, settlers, naturalists, events.
24. A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc. may be accepted.

25. The multiplication of names for different parts of the same topographical feature such as a stream or mountain range shall be avoided, and the one name applied to a stream or mountain range throughout its entire length. However, an Aboriginal name may apply to a limited section of a feature.
26. The naming of forks, arms and branches of a river as North Branch and South Branch is not supported. Unique names shall be assigned to river branches.
27. When a choice is offered between two or more names for the same place, locality or feature, all supported by local usage, the Board may adopt one of such names as is considered appropriate in accordance with its principles and policies.
28. The use of cardinal points of the compass as a prefix or suffix to an existing name shall not be used.
29. The changing of long established place names is to be avoided except where necessary to avoid ambiguity or duplication.
30. The Board may approve a first or given name as part of a geographical name only where it is necessary to appropriately honour the person referred to or where it is necessary to avoid ambiguity. Use of first or given names is not to be used as part of a road name.

12 INFRASTRUCTURE DEPARTMENT

There were no items submitted for this section at the time the Agenda was compiled.

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

13.1	Presentation of the 2019/2020 Financial Statements and Independent Auditor's Report	98
13.2	Presentation of the 2019/2020 Annual Report	102
13.3	Quarterly Budget Review Statements - 1st Quarter 2020/2021	105
13.4	Amendments to Model Code of Conduct for Local Councils	169

Finance and Administration - 19 November 2020

ITEM 13.1 **Presentation of the 2019/2020 Financial Statements and Independent Auditor's Report**

FILE REFERENCE **I20/483**

AUTHOR **Director of Finance and Administration**

ISSUE

Upper Lachlan Shire Council's 2019/2020 Financial Statements and Independent Auditor's Report presentation to the public.

RECOMMENDATION That -

1. Council endorses the Audit Office of NSW external Independent Auditor's Reports for the 2019/2020 Financial Statements.

BACKGROUND

In accordance with Section 418 (1) (b), of the Local Government Act 1993, Council fixed the date and gave public notice of the presentation of the Financial Statements and external Independent Auditor's Report at the Ordinary Council Meeting on 19 November 2020.

REPORT

Audit Office of NSW, through appointed contractor, Deloitte Touche Tohmatsu have completed the Independent Auditor's Reports with respect to Council's annual General Purpose Financial Statements, Special Purchase Financial Statements, Permissible General Income and Conduct of the Audit. The audit of Council's 2019/2020 Financial Statements was completed in October-November 2020.

The independent Auditor's Reports will be provided to Council as a separate attachment to the business paper prior to the meeting date.

Section 420 (2), of the Local Government Act 1993, provides that submissions to the Financial Statements must be in writing and submissions close seven days after the Financial Statements are presented at the public meeting. Any submissions received will be referred to Council's auditors for comment and/or action as necessary.

The 2019/2020 Financial Statements have been prepared in accordance with:-

- The Local Government Act 1993 (as amended) and Regulations made thereunder;
- The Local Government Code of Accounting Practice and Financial Reporting; and
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board (AASB).

Finance and Administration

PRESENTATION OF THE 2019/2020 FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT cont'd

To the best of my knowledge and belief these Financial Statements:-

- Present fairly the Council's operating result and financial position for the year; and
- Accord with Council's accounting and other records.

Financial Performance

The result of Upper Lachlan Shire Council's operations in the Income Statement for the year ended 30 June 2020 is summarised as follows: - the Operating Result from all Council Activities totals \$6.676 million surplus. The Net Operating Result for the year, before capital grants and contributions, totals a \$357,000 operating surplus. Council had originally budgeted for an operational budget surplus of \$700,000.

It should not be interpreted that Council had a cash surplus of \$6.676 million. Capital grants and contributions income of \$6.319 million are restricted for the purposes of specific capital works projects for which the grant funds were provided.

Details of the material variations, of greater than 10%, to the original budget estimate for both revenues and expenses are outlined in Note 20 to the Financial Statements.

Financial Position

Upper Lachlan Shire Council is at present in a sound financial position to meet all provisions and liabilities. Note 25 (a) to (c) Statement of Performance Measures outlines the financial management and sound financial position of Council and comparison to previous year's results.

Note 7 (c) to the Financial Statements details the cash, cash equivalents and investments totalling \$32.879 million. This note details external cash restrictions, i.e. restrictions for water supply, sewerage, developer contributions, unexpended grants and domestic waste, totals \$15.901 million. The internal cash restrictions total \$14.042 million, i.e. employee leave entitlements, plant replacement, IT reserves, uncompleted carryover works, Financial Assistance Grant prepayment, unexpended loans, gravel pit and rubbish tip remediation and buildings and infrastructure reserves. There is \$2.936 million in unrestricted cash.

Income Statement by Fund

Note 24 to the Financial Statements provides the Financial Result and Financial Position by Fund.

The Net Operational Result compared to budget estimate, before capital grants and contributions, is divided into net operating result by each individual fund as follows:-

Operating Result by Fund Budget (Before capital grants)	Actual (\$'000)	Budget (\$'000)	Material Variance to
General Fund	\$ 180	\$ 350	Minor variations
Water Supply Fund	\$ (43)	\$ 40	Minor variations to budget
Sewerage Fund	\$ 134	\$ 310	Minor variations to budget

Finance and Administration**PRESENTATION OF THE 2019/2020 FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT cont'd**

Domestic Waste Fund	\$ 86	\$ 0	Minor variations to budget
Total Consolidated Result	\$ 357	\$ 700	

<u>2019/2020 Financial Statements</u>		2020 Current (\$'000)	2019 Previous (\$'000)
INCOME STATEMENT:			
Total Income from Continuing Operations		34,672	32,107
Total Expenses from Continuing Operations		27,996	28,901
NET OPERATING RESULT FOR THE YEAR		6,676	3,206
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes		357	213
STATEMENT OF FINANCIAL POSITION:			
Total Current Assets		35,149	29,299
Total Current Liabilities		(7,867)	(6,662)
Net - Current Assets		27,282	22,637
Total Non-Current Assets		420,686	416,059
Total Non-Current Liabilities		(8,050)	(5,097)
Net - Non-Current Assets		412,636	410,962
TOTAL EQUITY		439,918	433,599
OTHER FINANCIAL INFORMATION:			
Unrestricted Current Ratio	Ratio	4.56	5.13
Debt Service Cover Ratio	Ratio	13.51	15.98
Operating Performance Ratio	Percentage	1.57%	1.43%
Rates and Annual Charges Outstanding Ratio	Percentage	2.67%	2.39%
Cash Expense Cover Ratio	Percentage	19.00%	15.32%
Own Source Operating Revenue Ratio	Percentage	52.83%	63.34%

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The financial performance and financial position of Council is detailed as at 30 June 2020 in the 2019/2020 Financial Statements.

RECOMMENDATION That -

1. Council endorses the Audit Office of NSW external Independent Auditor's Reports for the 2019/2020 Financial Statements.

Finance and Administration

**PRESENTATION OF THE 2019/2020 FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT cont'd**

ATTACHMENTS

1.	Financial Statements 2019-2020	Appendix
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Finance and Administration - 19 November 2020

ITEM 13.2 **Presentation of the 2019/2020 Annual Report**

FILE REFERENCE **I20/484**

AUTHOR **Director of Finance and Administration**

ISSUE

Presentation of the Upper Lachlan Shire Council 2019/2020 Annual Report.

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2019/2020 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005 and other applicable legislation.
2. Council notify the Office of Local Government by providing a URL link to Council website.

BACKGROUND

Nil

REPORT

Councils are required to prepare an Annual Report in accordance with Section 428, of the Local Government Act 1993, and Part 9, Division 7, of the Local Government (General) Regulation 2005.

The Upper Lachlan Shire Council is required, within 5 months after the end of each financial year, to furnish the Office of Local Government with a copy of the Annual Report.

Upper Lachlan Shire Council has prepared an Annual Report relating to Council's operations and achievements with respect to the identified objectives and performance targets in Council's 2019/2020 Operational Plan.

It is a legislative requirement that the Annual Report contains the following information:-

- A full copy of Council's audited Financial Statements;
- A full copy of Council's Social and Community Plan;
- A full copy of Council's Disability Inclusion Plan;
- Comparisons of Council's actual performance of principal activities with projected performance of those activities;
- A report as to the State of the Environment in the Shire;
- A report on the condition of public works;

- A summary of legal proceedings;
- A statement regarding the provision of fees and facilities to the Mayor and Councillors and total amount of money expended on payment of Councillor expenses;
- A statement regarding senior staff employed by Council;
- Details of each contract awarded by Council exceeding \$250,000;
- A report regarding bush fire hazard reduction activities;
- Details of multicultural programs;
- Details of subsidised private works;
- Details of total amount of contributions and donations made under Section 356;
- A statement of human resource activities;
- A statement regarding Council's Equal Employment Opportunity Management Plan;
- A statement of external bodies that exercised functions delegated by Council;
- A statement of all companies in which Council held a controlling interest;
- A statement regarding Council's establishment of complaints handling mechanism for competitive neutrality complaints;
- Comparison of actual Stormwater Management services with proposed services stated in the Council Operational Plan;
- Information included on Government Information (Public Access) (GIPA) activities in accordance with GIPA Act and Regulation requirements;
- Information included on Public Interest Disclosures in accordance with the Act;
- A statement of activities in relation to companion animal management; and
- Privacy and Personal Information Protection Act compliance with requirements of Section 33 (3).

The Local Government (General) Regulation 2005 stipulate information that is required to be included in Council's Annual Report, including Clause 217, containing requirements such as details of interstate and overseas visits by Councillors or Council staff, a summary of Council Category 2 business activities and a number of other statements.

All of the above requirements have been met and a copy of the 2019/2020 Annual Report is an Appendix to this report.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2019/2020 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005 and other applicable legislation.
2. Council notify the Office of Local Government by providing a URL link to Council website.

ATTACHMENTS

1.	ULSC Annual Report 2019-2020	Appendix
2.	Upper Lachlan Shire Disability Inclusion Action Plan 2020	Appendix
3.	Social & Community Plan 2013-2018 - Revised 2017	Appendix

Finance and Administration - 19 November 2020

ITEM 13.3 **Quarterly Budget Review Statements - 1st Quarter 2020/2021**

FILE REFERENCE **I20/485**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 1st Quarter Budget Review in 2020/2021.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2020/2021 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 1st Quarter Budget Review in 2020/2021.

REPORT

The Quarterly Budget Review Statements are prepared for Upper Lachlan Shire Council in accordance with the Office of Local Government guidelines. The quarterly review statements are comprehensive and should be read in conjunction with the Operational Plan performance summary report.

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 1st Quarter of the 2020/2021 financial year. The following is a financial summary of the data as at 30 September 2020 – see Attachment 3:-

1. Council has raised 50% of the operating budgeted income.
2. Council has expended 31% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 8% of the revised budgeted capital income.
4. Council has expended 11% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$414,768.

Since the original budget was adopted there are operational budget net revotes of expenditure for the 1st Quarter totalling \$310,837.

The revised net operating budget shows a reduced surplus result forecast totalling \$103,930, before capital grants and contributions. The operational and capital budget revotes of income and expenditure and movements in transfer from reserves for the 1st Quarter are detailed in Attachment 5.

Operational Budget Analysis

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total revenue received year to date is comparable to the anticipated budget forecast. The year to date actual to budget operating expense is 5% higher than the anticipated forecast of total expenditure year to date. The most material \$ variations of actual to budget expenses are in waste centres, insurance expenses, town planning, water and sewerage business units.

The Operating Budget Review Statement by Function gives further detail of Council services in Attachment 4. This document shows the net budgeted cost of each Council function and illustrates the cost to Council in providing a particular service.

Capital Budget Analysis

Total capital expenditure budget, for all funds, including accounts payable commitments is 11% complete at year to date as detailed in Attachment 7. This attachment provides details in regards to progress of each individual capital project.

The General Fund revised capital expenditure program is 11% completed at year to date. Major projects substantially commenced include the local roads gravel re-sheeting from the Roads to Recovery program (16%), Gunning Showground Hall improvements (79%) Gunning swimming pool upgrades (91%) and completion of carry over works on Wheeo Road. The Arthursleigh Road bridge replacement, Kiamma Creek MR248E Laggan Road bridge replacement project and Grabben Gullen Road MR52 blackspot project are now completed.

The General Fund actual capital expenditure year to date is lower than anticipated principally due to delays in commencement of major projects including; Wombeyan Caves Road MR258 reconstruction, Grabine Road construction, Gunning Showground Amenities Block, information technology projects and Peelwood Road Creek bridge, Cooksvale Road bridge and Kangaroo Creek bridge replacement projects, and water supply and sewerage projects.

Cash flow

Council's projected short term liquidity financial position is satisfactory with the total cash and investments held as at 30 September 2020 totalling \$32.217 million.

The cash and investments held at 30 June 2020, totalled \$32.879 million. The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and movements to 30 September 2020.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are operational budget net revotes in the first quarter totalling \$310,837; therefore the projected operational budget surplus has been reduced by that amount.

There are capital income and expenditure revotes detailed in Attachment 5 including transfers from internal and external restricted reserves for prior years carry over works and new grant projects.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2020/2021 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

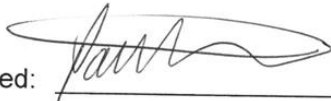
1. ↓	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review Statement by Function-Activity	Attachment
5. ↓	Material Variations and Revotes Budget Review Statement	Attachment
6. ↓	Cash and Investments Budget Review Statement	Attachment
7. ↓	Capital Budget Summary Review Statements	Attachment
8. ↓	Capital Expenditure (Assets) Budget Review	Attachment
9. ↓	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
10. ↓	Operational Plan KPI - 1st Quarter 2020-2021	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 1st Quarter 2020/2021, ended 30 September 2020****Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 202(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 30 September 2020 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2021 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: _____

Date: 12 November 2020

Paul Millett
Chief Financial Officer
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2020/2021**

Budget Review for the quarter ended 30 September 2020

Contracts Listing - for contracts entered into during the quarter and have yet to be fully performed, excluding contractors that are on the **Council's preferred suppliers list**. Contracts for employment are not to be included. Minimum reporting level is \$50,000.

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
Conrad Gargett [ULSC 2020/34]	Concept and Detailed Design and Contract Documentation for Multipurpose Aquatic and Activity Centre at Crookwell	439,950.00	21/09/2020	15 weeks	N
Wollongong Linemarking Services [RMCC]	Waterborne Longitudinal marking and Thermoplastic transverse markings	61,008.59	4/09/2020	30/09/2020	Y
Kenpass Pty Ltd [2020/07]	Timber Bridge replacement at Kangaloolah Road / Diamond Creek	835,625.00	3/08/2020	3 months	Y
Downer EDI Works [2018/17 extension]	Sprayed Bituminous Surfacing works	On Consumption	13/07/2020	12 months	Y
JL Proudman Building Pty Ltd	Gunning Hall - Roof Replacement, Building Repairs & Painting	87,434.00	11/09/2020	28/09/2020	N
Gabrielle Cusack - Connections to Grow	Consulting Services - Economic Development, Infrastructure, Tourism	55,000 + travel	10/09/2020	1 year	N
My Power	Electricity Supply	On Consumption	21/07/2020	Cancellable any time	N
Southern Truck Centre Pty Ltd [ULSC2020/14]	Supply Hino A05C-TE Tipper Truck x 2	343,300.00	21/07/2020	On Delivery	Y
Building & Environmental Services Today Pty Ltd	Contractor Professional Building Surveyor services	On Consumption	1/07/2020	6 months	Y
Veolia Environmental Services (Australia) Pty Ltd [ULSC2020/02]	General Waste Transfer & Disposal Services	710,000 approx.	23/07/2020	2 years	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2019/2020**

Budget Review for the quarter ended 30 September 2020

Expense	YTD (Actual + Commitments)	2020/2021 Budget	Budgeted (Y/N)
Legal Fees	\$4,441	\$77,000	Yes
Consultancies*	\$925,688	\$518,000	Partially

* Note: Acting Director Water, Sewer & Waste offset by Salaries & Wages vacancies. Consultant fees for Financial Services and Engineering partially funded from Administration Salaries & Wages carry-forward included in Q1 revotes. Also Planning, Building Surveyor services and Economic Development.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL**Income and Expenses Budget Review Statement - 2020/2021
Budget Review for the quarter ended 30 September 2020**

(Actual YTD figures include creditor commitments)

							Actual YTD Pay YTD	25.00% 23.33%
	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Operational Activities								
Employee Benefits and On-Costs	2,691,642	10,831,875	213,601			11,045,476	24.37%	23.33%
Borrowing Costs	6,080	239,765				239,765	-2.54%	-2.44%
Depreciation & Amortisation #	1,689,475	6,757,900				6,757,900	25.00%	25.00%
Materials & Contracts	2,956,021	7,404,318	688,773			8,093,091	36.53%	25.03%
Other Expenses	1,844,530	3,112,441				3,112,441	59.26%	47.11%
Loss on Disposal of Assets	0	1,672				1,672	0.00%	0.00%
Total Expenses from Continuing Operations	9,175,588	28,345,871	902,374			29,248,245	31.37%	26.51%
Rates & Annual Charges**	11,378,995	11,547,522	2,100			11,545,422	98.56%	100.00%
User Charges & Fees	960,824	6,260,442	145,000			6,405,442	15.00%	24.62%
Interest and Investment Revenue	152,314	503,300				503,300	30.26%	25.00%
Other Revenues	212,549	648,900	275,316			924,216	23.00%	32.32%
Non-Capital Operating Grants and Contributions	2,060,428	9,602,038	173,320			9,775,358	21.08%	15.55%
Gain on Disposal of Assets	0	198,436				198,436	0.00%	0.00%
Total Income from Continuing Operations	14,765,109	28,760,638	591,536			29,352,174	50.30%	51.33%
OPERATING SURPLUS BEFORE CAPITAL AMOUNTS	5,589,521	414,767	310,837			103,930		
Capital Grants and Contributions	1,181,355	9,343,922	6,162,851			15,506,773	7.62%	10.82%
NET RESULT FROM ALL ACTIVITIES	6,770,876	9,758,689	5,852,014			15,610,704		

#Note: Depreciation expense is an estimate and has not been processed for year-to-date.

** Rates and Annual Charges are net of internal/Council rates and annual charges expenses.

UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2020/2021 Budget Review for the quarter ended 30 September 2020								
1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1, Q2 & Q3 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement								
Function or Activity (Alternate Key 8 Report)	Expenditure to 30 Sep 2020 \$	Expenditure to 30 Sep 2020 %	Budgeted Expenses from continuing operations \$	Income to 30 Sep 2020 \$	Income to 30 Sep 2020 %	Budgeted Income from continuing operations \$	Actual YTD Pay YTD Operating Result to 30 Sep 2020 \$	25.00% 23.33% Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
COMMUNITY	754,413	27.53%	2,740,072	48,558	7.50%	647,422	(705,855)	(2,092,650)
Health Services, Medical Centres, Aged, Disabled & Community Services	75,299	22.67%	332,123	15,351	23.87%	64,300	(59,947)	(267,823)
Public Halls, Cultural Services, Community Services and Museums	100,714	77.06%	130,700	4,628	12.51%	37,000	(96,086)	(93,700)
Animal Control	21,311	23.20%	91,861	0	0.00%	11,600	(21,311)	(80,261)
Swimming Pools	38,867	13.81%	281,362	0	0.00%	34,100	(38,867)	(247,262)
Sporting Grounds and Parks and Gardens	240,969	38.48%	626,242	(2,862)	-9.54%	30,000	(243,831)	(596,242)
Public Libraries	219,890	53.69%	409,536	0	0.00%	86,000	(219,890)	(323,536)
Emergency Services and Fire Protection	57,362	6.61%	868,248	31,440	8.18%	384,422	(25,921)	(483,826)
ENVIRONMENT	583,593	35.39%	1,648,856	107,040	19.56%	547,375	(476,553)	(1,101,481)
Town Planning and Development Control	356,016	53.99%	659,367	62,975	30.64%	205,500	(293,042)	(453,867)
Building Control	91,920	22.81%	402,935	40,499	31.11%	130,200	(51,421)	(272,735)
Environmental Systems and Protection	18,678	17.79%	105,014	91	0.00%	0	(18,588)	(105,014)
Housing	19,864	83.81%	23,700	2,405	9.62%	25,000	(17,459)	1,300
Noxious Weeds Control	93,323	20.72%	450,340	920	0.51%	178,675	(92,403)	(271,665)
Food Control and Inspections	3,792	50.56%	7,500	150	1.88%	8,000	(3,642)	500
ECONOMY	2,012,623	27.09%	7,428,660	162,669	4.20%	3,871,496	(1,849,955)	(3,557,164)
Financial Services	311,655	31.67%	983,948	0	0.00%	0	(311,655)	(983,948)
Administration and Corporate Support	705,609	57.58%	1,225,529	90,725	21.06%	430,834	(614,883)	(794,695)
Information Technology	189,807	35.39%	536,377	0	0.00%	0	(189,807)	(536,377)
Workforce (Human Resources, Labour Oncosts and WH&S)	91,107	8.69%	1,047,847	0	0.00%	0	(91,107)	(1,047,847)
Caravan Parks	13,715	28.56%	48,017	10,591	16.29%	65,000	(3,124)	16,983
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works, Bank House)	700,731	19.54%	3,586,943	61,353	1.82%	3,375,662	(639,378)	(211,281)
							0	0

UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2020/2021 Budget Review for the quarter ended 30 September 2020								
1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1, Q2 & Q3 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement								
Function or Activity (Alternate Key 8 Report)	Expenditure to 30 Sep 2020 \$	Expenditure to 30 Sep 2020 %	Budgeted Expenses from continuing operations \$	Income to 30 Sep 2020 \$	Income to 30 Sep 2020 %	Budgeted Income from continuing operations \$	Actual YTD Pay YTD Operating Result to 30 Sep 2020 \$	25.00% Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	4,015,879	41.20%	9,747,625	6,416,685	56.33%	11,390,401	2,400,806	1,642,776
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	1,305,929	28.73%	4,545,200	1,409,998	36.93%	3,817,548	104,069	(727,652)
Water Supply Services	463,806	32.02%	1,448,566	1,251,752	60.90%	2,055,321	787,946	606,755
Sewerage Services	413,313	41.53%	995,146	1,634,708	94.11%	1,630,823	1,121,395	635,677
Stormwater and Drainage	0	0.00%	16,000	47,520	101.00%	47,050	47,520	31,050
Quarries and Gravel Pits	264,771	27.15%	975,215	123,373	11.50%	1,072,700	(141,398)	97,485
Domestic Waste Management	163,812	14.31%	1,144,887	1,234,675	96.09%	1,284,887	1,070,863	140,000
Waste Centres, Rubbish Tips and Street Cleaning	906,052	156.30%	579,684	720,379	88.42%	814,716	(185,673)	235,032
Public Conveniences and Amenities	63,449	28.78%	220,500	0	0.00%	0	(63,449)	(220,500)
Public Cemeteries	38,896	32.20%	120,800	27,960	28.33%	98,700	(10,937)	(22,100)
Engineering, Purchasing and Works Supervision	601,977	46.72%	1,288,434	66,322	17.91%	370,220	(535,655)	(918,214)
Plant and Equipment Operations (net excluding depreciation)	(206,125)	12.99%	(1,586,807)	0	0.00%	198,436	206,125	1,785,243
CIVIC LEADERSHIP	333,807	36.00%	927,231	0	0.00%	5,000	(333,807)	(922,231)
Governance and Real Estate Development	333,807	36.00%	927,231	0	0.00%	5,000	(333,807)	(922,231)
GENERAL PURPOSE REVENUES				8,244,359	63.95%	12,892,580	8,244,359	12,892,580
General Purpose Items and Rates				8,244,359	63.95%	12,892,580	8,244,359	12,892,580
DEPRECIATION EXPENSE	1,689,475	25.00%	6,757,900				(1,689,475)	(6,757,900)
Depreciation Operating Expense	1,689,475	25.00%	6,757,900			(6,757,900)	(1,689,475)	(13,515,800)
Note: Internal Rates and Charges are allocated to each cost centre	(214,201)		0	(214,201)		0	0	0
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	9,175,588	31.37%	29,248,245	14,765,109	50.30%	29,352,174	5,589,521	103,930

UPPER LACHLAN SHIRE COUNCIL**Material Variations and Revotes Budget Review Statement - 2020/2021****Budget Review for the quarter ended 30 September 2020****Budget Capital Income and Expenditure - 1st Quarter Revotes**

Job Description	Adopted Budget 2020/2021	Revote net amendment	Revised Budget 2020/2021	Type
Gunning Court House - Disability Access Ramp	0	28,240	28,240	EXP
Crookwell Admin. Office - Disability Ramp to Main Reception	0	38,740	38,740	EXP
Tuena Hall Recreation Area - Access Ramp to Disability Toilet Amenities	0	15,130	15,130	EXP
Gunning Landfill Design and Investigation	0	50,000	50,000	EXP
Gunning Transfer Station - New Attendant Hut	0	15,000	15,000	EXP
Village Waste Transfer Stations Upgrades	0	20,000	20,000	EXP
Crookwell & Gunning Swimming Pools Capital Plan (consultancy and Implementation)	0	27,500	27,500	EXP
Crookwell Swimming Pool upgrade & heated pool planning	0	40,000	40,000	EXP
Towns & Villages Streetscape (Prior years funding spent in 2020)	0	150,000	150,000	EXP
Crookwell Caravan Park - Renew Electrical Switchboard & Water Supply Upgrade	0	30,000	30,000	EXP
Depot Building Improvements	0	40,900	40,900	EXP
Urban Local Sealed Roads - Bitumen Resealing	0	27,550	27,550	EXP
Rural Local Sealed Roads - Bitumen Resealing	0	52,800	52,800	EXP
Rural Local Roads - Safety Improvements	0	25,000	25,000	EXP
Sealed Road Reconstruction - Robertson Lane Crookwell (Park to East Street)	0	310,000	310,000	EXP
Urban Rd Reconstruction - Yass Street Gunning (Park to Copeland Street)	0	40,000	40,000	EXP
Cycleway Program- Carrington Street Crookwell (Northcott to Tait St) 100% Council funded	0	20,000	20,000	EXP
Traffic and Parking Study and Plan	0	60,000	60,000	EXP
Kerb and Gutter Rehabilitation - Colyer Street (Memorial Oval to Wade St)	0	36,400	36,400	EXP
Kerb and Gutter Design - King Rd - (Laggan Rd to Crown Street)	0	60,000	60,000	EXP
Redground Heights hub repeater - mobile phone system	0	6,000	6,000	EXP
School Bus Stop Construction (50% of Project Funded)	0	7,000	7,000	EXP
Bus Shelters - Gunning and Dalton Construction	0	20,000	20,000	EXP
Transfer from Internal Reserves 2019/2020 Uncompleted Works	0	-1,120,260	-1,120,260	INC
Bridges - Unsealed Rural Rds - Capital Grants > Peelwood Creek Bridge replacement	0	-552,614	-552,614	INC
Bridges - Unsealed Rural Rds - Loans > Peelwood Creek Bridge replacement	-731,036	552,614	-178,422	INC
Bridges - Unsealed Rural Rds - Capital Grants > Blue Hills Rd/Monkey Ck renewal	0	-479,726	-479,726	INC
Bridge - Blue Hills Rd/Monkey Ck (Local/UnS/Tim)	0	959,452	959,452	EXP
Bridges - Unsealed Rural Rds - Capital Grants > Julong Rd 1/Crookwell Riv renewal	0	-768,600	-768,600	INC
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim)	0	1,537,200	1,537,200	EXP
Bridge - Woodville Road/Crookwell Riv (Local/UnS/Tim) - replacement + bypass	0	295,000	295,000	EXP
Bridge - Kangaloolah Rd/Diamond Ck (Local/UnS/Tim) - replacement + bypass	0	418,648	418,648	EXP
Bridge - Arthursleigh Rd/Sandy Ck (Local/UnS/Tim) - replacement	0	82,094	82,094	EXP
Transfer from Internal Reserves 2019/2020 Unexpended Loans	0	-795,742	-795,742	INC
Gunning Swimming Pool - Pumps, Electrical & Filtration	0	130,000	130,000	EXP
Pat Cullen Reserve - Picnic Shelter	58,695	5,000	63,695	EXP
Plant Replacement - New Towable Sewell Sweeper	1,237,000	44,215	1,281,215	EXP
Plant Replacement - New Gracyo 200hs Line marker	1,237,000	20,710	1,257,710	EXP
Gunning Showground Amenities Project	672,747	50,000	722,747	EXP
Collector Drainage Plan	0	30,000	30,000	EXP
PL672 Volvo L90F F/E Loader - Repair Transmission	0	35,000	35,000	EXP
PL745 Volvo Garbage Truck - Repair Engine Failure	0	25,000	25,000	EXP
Bridge - Reids Flat Rd 2/Coates Ck (Local/UnS/Tim) - replacement	0	75,000	75,000	EXP
Gunning Swimming Pool - Permanent Shade Structures	30,000	49,107	79,107	EXP
Gunning Swimming Pool - Income / Capital Grants / Veolia Mulwaree Trust Grant	0	-49,107	-49,107	INC
Breadalbane Community Hall - Kitchen Upgrade	0	5,000	5,000	EXP
Breadalbane Hall - Income	0	-5,000	-5,000	INC
Streets as Shared Public Spaces - Crookwell	0	102,700	102,700	EXP
Other Infrastructure - Income / Streets as Shared Spaces	0	-99,700	-99,700	INC
Streets as Shared Public Spaces - Taralga & Laggan	0	118,885	118,885	EXP
Other Infrastructure - Income / Streets as Shared Spaces	0	-115,885	-115,885	INC
Collector Road (Hume Hwy - Lucks Ln)	0	1,981,200	1,981,200	EXP
Unsealed Rural Roads - Income / Fixing Local Roads (Transport NSW)	0	-1,485,900	-1,485,900	INC
MR241 Dalton Road - Blackspot Project RUM85	0	977,519	977,519	EXP
Unsealed Rural Roads - Income / Fixing Local Roads (Transport NSW)	0	-977,519	-977,519	INC

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Stormwater/Drainage Floodplain Studies	0	65,700	65,700	EXP
Urban Stormwater Drainage Levy/Income / Floodplain Management Program	0	-56,314	-56,314	INC
Goodhew Park - Flood Damage Restoration (* Insurance Claim Operational Income)	0	45,272	45,272	EXP
RFS Cotta Walla - Building Improvements - s94	0	40,000	40,000	EXP
RFS Laggan - Building Improvements - s94	0	30,000	30,000	EXP
RFS Jerrawa - Building Improvements - s94	0	30,000	30,000	EXP
RFS Gunning - Building Improvements & Extension - s94	0	60,000	60,000	EXP
RFS Building Improvements (Transfer from s94 Reserves)	0	-160,000	-160,000	INC
Upper Lachlan Rural Connectivity Solution (ULRCS) - Community Grants	0	15,000	15,000	EXP
Crookwell Swimming Pool - Aquatic & Activity Centre	0	-1,203,048	-1,203,048	INC
Crookwell Swimming Pool - Aquatic & Activity Centre	0	399,955	399,955	EXP
IT Network Improvements - Environment & Planning	0	9,175	9,175	EXP
IT Income - Transfer from Reserves	0	-9,175	-9,175	INC
Integrated Water Cycle Management - NSWDPIC Safe & Secure Water Program	0	383,364	383,364	EXP
NSWDPIC Safe & Secure Water Program	0	-287,523	-287,523	INC
Water Treatment Plant - Concrete Pavement	0	20,000	20,000	EXP
Water Treatment Plant - Chlorine Storage Shed	0	8,000	8,000	EXP
Water Quality Improvements	0	60,000	60,000	EXP
Bore Standpipe Avdata Measuring Devices	0	16,660	16,660	EXP
Gunning Showground Hall (Showground Stimulus Fund) > Roof/Repaint	0	86,667	86,667	EXP
Gunning Showground Hall (Showground Stimulus Fund) > Building Upgrade	0	41,449	41,449	EXP
Sportsgrounds – Income > NSW Showground Stimulus Funding Program	0	-81,915	-81,915	INC
DWM Plant Net Replacement Cost - (see Plant Schedule)	0	372,528	372,528	EXP
Transfer from Internal Reserves 2019/2020 DWM Reserve	0	-372,528	-372,528	INC
Total - Capital	2,504,406	1,677,817	4,182,223	

UPPER LACHLAN SHIRE COUNCIL**Budget Operating Income and Expenditure - 1st Quarter Revotes**

Job Description	Adopted Budget 2020/2021	Revote net amendment	Revised Budget 2020/2021	Type
Administration Income - Insurance Claim Settlement	0	-45,272	-45,272	INC
Financial Services - Consultancies	30,000	114,220	144,220	EXP
Administration Income - Transfer from Reserves	0	-114,220	-114,220	INC
Engineering - Consultancies Proposed Road Project Planning	0	29,320	29,320	EXP
Engineering - Consultancies System & Asset Management Plans	100,000	30,900	130,900	EXP
Engineering Income - Transfer from Reserves	0	-60,220	-60,220	INC
Bushfire Community Resilience Events & Marketing - Area Marketing	0	20,000	20,000	EXP
Bushfire Community Resilience Events & Marketing - Special Events	0	55,000	55,000	EXP
Tourism Income - Transfer from Reserves	0	-75,000	-75,000	INC
Tourism - Crookwell Potato Festival	0	10,000	10,000	EXP
Tourism Income - Transfer from Reserves	0	-10,000	-10,000	INC
Tourism - Cultural Funding	0	2,700	2,700	EXP
Tourism Income - Transfer from Reserves	0	-2,700	-2,700	INC
Tourism - Advertising	25,000	32,104	57,104	EXP
Tourism Income - Transfer from Reserves	0	-32,104	-32,104	INC
Tourism - Cleaning	550	4,650	5,200	EXP
Tourism - Advertising	25,000	19,000	44,000	EXP
Tourism - Area Marketing	10,000	15,000	25,000	EXP
Administration - Rates & Cncl Charges	-171,000	2,100	-168,900	INC
Small Business Month	0	2,000	2,000	EXP
Economic Development Income / Operating Grants / NSW Small Business Month	0	-2,000	-2,000	INC
Engineering Services > Maintenance - Office Equipment	0	5,357	5,357	EXP
MR54 State Road Maint -RMCC Contract	356,740	145,000	501,740	EXP
MR54 State Road Maint -RMCC Contract - Income	-550,000	-145,000	-695,000	INC
IT - Website Maint & Hosting Morphit & InterStream	4,100	16,000	20,100	EXP
EFTsure Set-up & Licence Expenses	4,800	-4,800	0	EXP
Regional Roads Block Grant	-1,559,600	30,600	-1,529,000	INC
Regional Roads - Traffic Facilities	-74,500	1,500	-73,000	INC
RTA - Reg Rd MR52 Sealed Mtce	59,300	-32,100	27,200	EXP
Fags Grant - General Purpose Component	-3,000,383	49,919	-2,950,464	INC
Fags Grant - Local Roads Component	-2,016,188	35,283	-1,980,905	INC
Labour On-Costs - Workers Compensation	293,336	213,601	506,937	EXP
Rural Fire Service - Emergency Services Levy	508,692	224,422	733,114	EXP
Rural Fire Service - Emergency Services Levy - Income - DPI ESL Payment	0	-224,422	-224,422	INC
Total - Operational	-5,954,153	310,837	-5,643,316	

Operational Plan budget surplus 2020/2021

-414,767

310,837

-103,930

	Original	QBR1	Revised
Operating Income	(28,760,638)	(591,536)	(29,352,174)
Operating Expenditure	28,345,871	902,374	29,248,245
Operating Budget Surplus	(414,767)	310,837	(103,930)
Capital Income	(13,261,958)	(8,067,943)	(21,329,901)
Capital Expenditure	20,764,578	9,745,760	30,510,338
Capital Budget	7,502,620	1,677,817	9,180,437

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Upper Lachlan Shire Council

Cash and Investments Budget Review Statement 2020/2021

Budget review for the quarter ended 30 September 2020

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	1st Quarter Closing Balance (\$'000)
TOTAL UNRESTRICTED	(580)	2,936		(1,244)	1,692
EXTERNAL RESTRICTIONS:					
Section 94 - Development Contributions Plan	655	4,069	96	(30)	4,135
Section 94A - Development Contributions Plan	0	0	0		0
Specific Purpose Unexpended Grants	440	1,311	526		1,838
Water Supplies	100	2,962	384		3,346
Sewerage Services	(729)	5,395	293		5,688
Domestic Waste Management Services	384	1,772		(6)	1,766
Stormwater Management	(180)	294	48	0	342
Wind Farms CEF Program	0	96	326		422
Trust Fund (Fund 8)	0	2	0		2
RMS Contributions	0	0		0	0
TOTAL EXTERNAL RESTRICTED	670	15,901	1,672	(36)	17,537
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements	100	2,058	50		2,108
Plant and Equipment Replacement	0	1,359		0	1,359
Buildings and Infrastructure Improvements	0	1,155		0	1,155
Council Houses capital works	0	70		(3)	67
Information Technology and Equipment	(80)	293	0		293
Public Halls and Community Projects	0	48		0	48
Gravel Pit Restoration	0	345		0	345
Rubbish Tips Remediation	(834)	834		0	834
Garbage / Waste Disposal	0	37		0	37
Library Services Cooperative distribution	0	71		0	71
Upper Lachlan Tourist Association (ULTA)	0	45		(1)	44
Financial Assistance Grants Payment in Advance	0	2,528		(632)	1,896
Deposits and Retentions (subdivision bonds)	0	166		(73)	94
State Road MR54 works contingencies	0	716	0		716
Unexpended Loans/Borrowing - Bridge	(1,109)	1,625		(101)	1,524
Uncompleted Carry-over Works	(529)	2,692		(296)	2,397
TOTAL INTERNAL RESTRICTED	(2,452)	14,042	50	(1,104)	12,988
TOTAL RESTRICTED	(1,782)	29,943	1,722	(1,140)	30,525
TOTAL CASH AND INVESTMENTS	(2,362)	32,879	1,722	(2,384)	32,217

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UPPER LACHLAN SHIRE COUNCIL**Capital Budget Summary Review Statement - 2020/2021****Budget Review for the quarter ended 30 September 2020**

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
<u>CAPITAL FUNDING</u>							
Rates and Other Untied Charges (General Fund)	1,245,286	7,064,887	2,105,269			9,170,156	14%
Operational Grants and Contributions (All Funds)	604,467	2,469,048	45,272			2,514,320	24%
Capital Grants and Contributions (All Funds)	460,673	7,297,608	5,938,834			13,236,442	3%
Internal Restrictions (General Fund)							
- renewals/new assets	1,175,948	2,209,000	1,489,386			3,698,386	32%
External Restrictions (excluding grants)							
- water supply							
- sewerage							
- domestic waste management (DWM)							
- stormwater							
- section 94	19,042	43,000	167,000			210,000	9%
Other Capital Funding Sources e.g.							
- loans		1,681,036				1,681,036	
Income from Sale of Assets							
- plant and equipment (general fund)							
- land and buildings							
TOTAL CAPITAL FUNDING	3,505,416	20,764,579	9,745,760			30,510,339	11%
<u>CAPITAL EXPENDITURE</u>							
New Assets							
- plant and equipment		20,000	383,364			403,364	
- land and buildings							
- Roads, Bridges, Footpaths	539,903	4,711,016	3,732,379			8,443,395	6%
- infrastructure			15,000			15,000	
- other new assets	61,152	92,550	445,955			538,505	11%
Renewals (Replacement)							
- plant and equipment	1,098,615	1,786,000	627,453			2,413,453	46%
- land and buildings	303,866	1,379,442	659,398			2,038,840	15%
- Roads, Bridges, Footpaths	1,311,630	9,929,048	3,624,069			13,553,117	10%
- infrastructure	98,566	1,687,500	112,360			1,799,860	5%
- other asset renewals	83,060	612,650	145,782			758,432	11%
Loan Repayments (Principal)							
- renewals	8,623	153,885				153,885	6%
- new assets		392,487				392,487	
TOTAL CAPITAL EXPENDITURE	3,505,416	20,764,579	9,745,760			30,510,339	11%

Cap QBRS Stat 2020

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
1.COMMUNITY							
<i>Emergency Services and Fire Protection</i>							
RFS Cotta Walla - Building Improvements - s94	-	-	40,000			40,000	
RFS Laggan - Building Improvements - s94	-	-	30,000			30,000	
RFS Jerrawa - Building Improvements - s94	-	-	30,000			30,000	
RFS Gunning - Building Improvements & Extension - s94	-	-	60,000			60,000	
<i>Animal Control</i>							
Crookwell Pound - Impounding Yard Improvements (Sec. 94 Funded)	-	3,000				3,000	
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>							
<i>Public Libraries</i>							
Crookwell and Gunning Libraries - Computers and Printers	-	9,000				9,000	
<i>Public Halls, Cultural Services, Community Centres and Museums</i>							
Plans of Management for Crown Lands and Cemeteries (Transfer from Reserve)	-	54,000				54,000	
Crookwell Memorial Hall - Paint Awning	-	2,000				2,000	
Gunning Hall improvements - (Replace roof 2020/21)	-	44,000				44,000	
Senior Citizens Building - Update electrical switchboards	3,594	20,000				20,000	18%
Energy Master Plan - various locations	-	10,000				10,000	
Gunning Court House - Disabled Access Ramp	3,835	-	28,240			28,240	14%
Tuena Hall Recreation Area - Access Ramp to Disabled Toilets	330	-	15,130			15,130	2%
Breadalbane Community Hall - Kitchen Upgrade (Grant funded)	-	-	5,000			5,000	
<i>Asbestos Removal Various Buildings - High Risk</i>							
Asbestos Removal From Council Buildings - High Risk (Transfer from Reserve)	14,510	40,000				40,000	36%
<i>Sporting Grounds and Parks and Gardens</i>							
Gunning Showground Amenities Project (SCCF3 Grant)	-	672,747	50,000			722,747	
Gunning Showground Hall (Showground Stimulus Fund)	101,744	-	128,116			128,116	79%
Pat Cullen Reserve - Picnic Shelter (SCCF3 Grant)	37,496	58,695	5,000			63,695	59%
SCCF2 Lights Football Action	13,934	-				-	
Goodhew Park, Taralga. (Storm/Flood damage - insurance claim expense)	44,392	-	45,272			45,272	98%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Swimming Pools							
Gunning Swimming Pool - Permanent Shade Structures (contingent on Grant)	-	30,000	49,107			79,107	
Gunning Swimming Pool - Improvements (Mower)	-	6,000				6,000	
Crookwell Swimming Pool - Improvements (Vacuum)	-	10,000				10,000	
Crookwell & Gunning Swimming Pools - Fencing	-	35,000				35,000	
Gunning Swimming Pool - Pumps, Electrical & Filtration	117,926	-	130,000			130,000	91%
Crookwell Swimming Pool - Aquatic & Activity Centre	13,477	-	439,955			439,955	3%
Crookwell & Gunning Swimming Pools Capital Plan (consultancy and implementation)	-	-	27,500			27,500	
Total Community Expenditure	351,238	994,442	1,083,320	-	-	2,077,762	17%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
2. ENVIRONMENT							
<i>Town Planning and Development Control</i>							
GIS upgrade - Remap shire for LEP		75,000				75,000	
<i>Housing</i>							
Staff Accommodation Capital Replacements/Improvements (3 Houses)	17,505	15,000				15,000	117%
<i>Environmental Systems and Protection</i>							
<i>Noxious Weeds Control</i>							
<i>Building Control</i>							
Total Environment Expenditure	17,505	90,000	-	-	-	90,000	19%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
3. ECONOMY							
Financial Services							
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)	-	30,668				30,668	
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	-	119,998				119,998	
Loans - Principal Reduction (Memorial Oval 173 - Finalised 28/06/2029)	-	90,290				90,290	
Loans - Principal Reduction (Timber Bridges 2020 (drawn 2019/2020))	-	182,200				182,200	
Administration and Corporate Support							
Gunning Administration Office - replace Skillion Roof at Rear	12,723	35,000				35,000	36%
Crookwell Administration Office - Disabled Ramp to Main Reception	335	-	38,740			38,740	1%
Information Technology							
IT - Software - (Acrobat & Antivirus, etc.)	3,732	20,000				20,000	19%
IT - Hardware 42 x PCs (includes 2nd monitor) 1 laptop (VS)	43,891	95,000				95,000	46%
IT - Replace (UPS) Equipment (incl Phones & Microwave units)	3,458	12,000				12,000	29%
IT - Replace Printers	-	5,600				5,600	
IT - Network Improvements	9,440	22,000				22,000	43%
IT - Network Improvements - Emergency Network Switch	-	15,000				15,000	
IT - Design Engineer & Trainees 1 PC for Civilcad	2,959	3,000				3,000	99%
IT - Servers Replacement/Upgrade	-	80,000				80,000	
IT - Servers Memory Upgrades	-	5,000				5,000	
IT - SAN - Storage for Production Virtual Server 22TB	-	55,000				55,000	
IT - Smart Phones (5) - iPhones - Management & Mayor	-	1,500				1,500	
IT - iPads Replacements	-	10,200				10,200	
IT - Smart Phones - (12 Replacements 2021/2022)	-	25,350				25,350	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Information Technology (cont.)							
IT - Biosecurity smartphones and tablets (4 Iphones + 3 I pads)		8,050				8,050	
IT - Infrastructure smartphones & android tablet (SP 20x I pads + 12x Iphones,RMS 5x Tablets/I pads)	-	23,000				23,000	
IT - WHS Tablets (3 I pads)		2,900				2,900	
IT - Telephone System Handset Additions & Replacements	8,176	7,000				7,000	117%
IT - Electronic Stamping Software for Online Lodgement	-	9,000				9,000	
IT - Authority Upgrade to 7.1	2,155	87,000				87,000	2%
IT - Public Wi-Fi - Crookwell Visitor Information Centre	3,035	5,000				5,000	61%
IT - Cybersecurity awareness software/training for staff	-	5,000				5,000	
IT - Remote access improvements	9,249	5,000				5,000	185%
IT - additional 8 microphones for Council meetings		10,000				10,000	
IT - IT Staff I pads		3,400				3,400	
IT - Redground Heights hub repeater - mobile phone system		-	6,000			6,000	
IT - Network Improvements - Environment & Planning (Transfer from Reserve)	-	-	9,175			9,175	
Caravan Parks							
Crookwell - Renew Electrical Switchboard & Water Supply Upgrade	-	-	30,000			30,000	
Tourism Promotion and Business							
Total Economy Expenditure	99,153	973,156	83,915	-	-	1,057,071	9%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND AND DWM FUND							
4. INFRASTRUCTURE							
<i>Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering</i>							
<i>Urban Local Roads</i>							
<u>Urban Unsealed Rd - Road Reconstruction and Sealing</u>							
Church & Hill Streets - Taralga (0.2km)	-	60,000				60,000	
Yass Street - (Park Street to Copeland Street) - Gunning	-	-	40,000			40,000	
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>							
Urban Sealed Roads - Bitumen Resealing	-	120,000	27,550			147,550	
Robertson Lane - (Park Street to East Street) - Crookwell	-	-	310,000			310,000	
<i>Roads to Recovery</i>							
2020/2021 Roads to Recovery Grant Program \$1,805,048							
- Gravel Resheeting - \$854,110							
- Rural Sealed Roads - Pavement Rehabilitation & Reseal - \$50,000							
- Rural Local Roads - Road Pavement Projects - \$900,938							
- Timber Bridge Replacement - \$NIL							
5 year program from July 2019 \$1,203,046 p/annum + \$602,000 special Drought Funding in 2020/2021							
<u>Roads to Recovery - Local Roads Gravel Resheeting Program</u>	137,276	854,110	-			854,110	16%
<i>Road Schedule 2020/2021:</i>							
Spicer Lane	-	27,000					
Hillgrove Road	-	44,110					
Baileys Lane	-	54,000					
Foggs Crossing Road	-	27,000					
Iron Mines Road, Lade Vale	-	54,000					
Pejar Road	-	54,000					
Reids Flat Road	-	54,000					
Sylvia Vale Road	-	27,000					
Julong Road	345	27,000					
Back Arm Road	-	27,000					
Little Plains Road	-	27,000					
Craigs Road	-	27,000					
Cockatoo Road	-	27,000					
Tyrl Tyrl Road	12,131	27,000					
Carrabungla Road	-	27,000					

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Roads to Recovery - Local Roads Gravel Resheeting Program (cont.)</i>							
Strathaird Lane	16,038	27,000					
Redground Heights Road	14,548	27,000					
Lost River Road	-	27,000					
Gorham's Lane	-	27,000					
Brayton Road	-	27,000					
Woodville Road	-	27,000					
Butcher Road	-	27,000					
Fullerton Road	16,840	27,000					
Turkey Hill Road	-	27,000					
Peelwood Road	75,756	54,000					
Jerrong Road (*2019/2020 Project)	1,617	-					
<i>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</i>							
Roads to Recovery - Sapphire Road (MR52 end)	-	50,000				50,000	
Roads to Recovery - Jerrawa Road 1.4km	8,622	350,000				350,000	2%
Roads to Recovery - Kialla Road 400m	525	420,000				420,000	0%
Roads to Recovery - Gurrundah Road 330m	21,400	130,938				130,938	16%
Wheeo Road R2R Funded (*2019/2020 Project)	289,637	-				-	
<i>Rural Local Roads</i>							
Grabine Road Construction - Total of \$3.5m over 2 years (Total \$3.5m - Growing Local Economy Fund Grant \$3.3m & ULSC \$200k)	195,367	2,800,000				2,800,000	7%
Collector Road (Hume Hwy - Lucks Ln) (Total \$1.981m - Fixing Local Roads Grant \$1.486m & ULSC \$495k)	30,320		1,981,200			1,981,200	2%
Rural Local Sealed Road - Bitumen Resealing (30 year cycle)	12,901	520,000	52,800			572,800	2%
Rural Local Sealed Road - Pavement Rehabilitation Breadalbane Road	-	40,000				40,000	
Rural Local Road - Safety Improvements	-	25,000	25,000			50,000	
<i>Rural Local Roads - Gravel Resheeting Program (Transfer from s94 Reserve)</i>							
Snipe Flat Road (*2019/2020 Project)	19,042	-				-	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Regional Roads							
Resealing Program (RMS Block Grant Funded)	29,131	430,000				430,000	7%
Reconstruction - MR258 - Wombeyan Caves Road	58,976	3,000,000				3,000,000	2%
Total project cost \$5,028,000 / Growing Local Economies Fund Grant \$2,428,000 / Building Better Regions Fund Grant \$2,500,000 / Council \$100,000							
Rehabilitation - MR248E - Laggan Road (Part Grant Funded) (\$311,000 RMS REPAIR Grant Funded/\$311,000 Council Funded/\$123,000 RMS 3x3 Grant Funded)	154,391	745,000				745,000	21%
Boorowa Road MR248W - Shoulder Improvements & Guardrail (100% Grant Funded)	764	-				-	
Grabben Gullen Rd MR52 - Blackspot Program (*2019/2020 Project)	188,662	-				-	
Dalton Road MR241 - Blackspot Program	23,528		977,519			977,519	2%
Higher Productivity Heavy Vehicles Network Enhancements (Block Grant Funded)	59,845	184,000				184,000	33%
Heavy Vehicle - Livestock Loading Access & Tree Trimming (Block Grant Funded)	13,640	50,000				50,000	27%
Regional Roads Timber Bridge Replacement Program							
MR 248E - Timber Bridge Replacement - Kiamma Creek (*2019/2020 Project)	268,071						
Local Roads Bridge Program							
Peelwood Creek Bridge (Peelwood Road) - 50% Drought Communities Grant/50% Loan Funded	20,859	1,448,850				1,448,850	1%
Cookswale Road/ Peelwood Creek Bridge - 100% Loan Funded	-	950,000				950,000	
Kangaroo Creek Bridge, Bigga (50% FCR funded, 50% Loan in 2019/2020)	21,439	1,930,000				1,930,000	1%
Bridge - Woodville Road/Crookwell River	9,168	-	295,000			295,000	3%
Bridge - Kangaloolah Rd/Diamond Ck (Local/UnS/Tim) - replacement + bypass	5,996	-	418,648			418,648	1%
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - replacement + bypass	3,440	-	1,537,200			1,537,200	0%
Bridge - Arthursleigh Rd/Sandy Ck (Local/UnS/Tim) - replacement	117,538	-	82,094			82,094	143%
Bridge - Reids Flat Rd 2/Coates Ck (Local/UnS/Tim) - replacement	48,804	-	75,000			75,000	65%
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - replacement + bypass	21,918	-	-			-	
Bridge - Blue Hills Rd/Monkey Ck (Local/UnS/Tim)	-	-	959,452			959,452	
Footpaths and Cycleways							
PAMP Saleyards Rd Crookwell - Drought Communities Grant	-	206,782				206,782	
PAMP Adam St Gunning - Drought Communities Grant	-	75,384				75,384	
Traffic & Transport Cycleway Program -(100% RMS funded)	1,669	20,000				20,000	8%
SCCF2 Pedestrian Access & Mobility Plan 1st Priority	6,066	-				-	
Traffic & Transport Cycleway Program - Carrington Street Crookwell - Northcott St to Tait St (100% C	-	-	20,000			20,000	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Kerb and Guttering</i>							
Kerb and Gutter Rehabilitation - Colyer Street (Memorial Oval to Wade Street)	13,507	50,000	36,400			86,400	16%
Kerb & Gutter Design - King Rd - (Laggan Road to Crown Street)	-	-	60,000			60,000	
<i>Other Infrastructure</i>							
Towns & Villages Streetscape Investigation & Program	67,605	150,000	150,000			300,000	23%
School - Rural Bus Stops - (Grant Funded)	-	30,000	7,000			37,000	
Streets as Shared Public Spaces	1,430	-	221,585			221,585	1%
Traffic & Parking Study and Plan	-	-	60,000			60,000	
Bus Shelters in Gunning and Dalton	-	-	20,000			20,000	
Upper Lachlan Rural Connectivity Solution (ULRCS) - Community Grants	-	-	15,000			15,000	
<i>Waste Centres, Rubbish Tips and Street Cleaning</i>							
Rehabilitation and Capping of Crookwell Landfill	44,448	175,000				175,000	25%
Design Transfer Station Crookwell and Construction commence 2022/2023	-	50,000				50,000	
CCTV installation - Taralga, Gunning & Collector Transfer Stations	-	40,000				40,000	
Crookwell Waste Facility - Fencing & Security Gates	-	150,000				150,000	
Gunning Landfill Design & Investigation	-	-	50,000			50,000	
Gunning Transfer Station - New Attendant Hut	-	-	15,000			15,000	
Village Transfer Stations Upgrades	-	-	20,000			20,000	
<i>Public Cemeteries</i>							
Cemetery - Columbarium (s94 Funded)	-	10,000				10,000	
<i>Stormwater and Drainage</i>							
Goulburn Street Crookwell - Gross Pollutant Trap (funded from Stormwater Levy Reserve)	-	180,000				180,000	
Stormwater/Drainage Floodplain Studies	65,700	-	65,700			65,700	100%
Collector Drainage Plan	-	-	30,000			30,000	
<i>Public Conveniences and Amenities</i>							

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Engineering, Purchasing and Works Supervision</i>							
Survey Instrument - Total Station QS3	41,092	41,200				41,200	100%
Depot Building Improvements	5,034		40,900			40,900	12%
<i>Plant and Equipment Operations</i>							
Total Plant Replacement Program	533,495	1,452,500	124,925			1,577,425	34%
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	504,292	211,500				211,500	
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)		1,237,000	64,925			1,301,925	
Workshop Plant and Tools	-	4,000				4,000	
PL672 Volvo L90F F/E Loader - Repair Transmission	29,203	-	35,000			35,000	
PL745 Volvo Garbage Truck - Repair Engine Failure	-	-	25,000			25,000	
<i>Domestic Waste Management (DWM)</i>							
DWM Plant Net Replacement Cost - (see Plant Schedule)	372,528	-	372,528			372,528	100%
Total Infrastructure Expenditure	2,913,830	16,738,764	8,090,501	-	-	24,829,265	12%

<p>UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets</p>							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND							
<i>Crookwell Water Supply Fund</i>							
Loan Principal Reduction (Former Crookwell Loan 163W - Finalised 24/4/2022)	-	64,785				64,785	
Mains Replacement - General	16,206	150,000				150,000	11%
Water Treatment Plant - Solar System 99Kw	-	137,000				137,000	
Computer Replacement Water Treatment Plant (PC)	-	2,500				2,500	
Water Plant Fleet Net Replacement Cost - (see Plant Schedule)	-	23,000				23,000	
Integrated Water Cycle Management - NSWDPPE Safe & Secure Water Program	-		383,364			383,364	
Crookwell New DAFF Water Treatment Plant	3,548					-	
Water Treatment Plant - Concrete Pavement	3,364		20,000			20,000	17%
Water Treatment Plant - Chlorine Storage Shed	624		8,000			8,000	8%
Water Quality Improvements	-		60,000			60,000	
Bore Standpipe Avdata Measuring Devices	16,660		16,660			16,660	100%
<i>Gunning Water Supply Fund</i>							
Mains Replacement	-	60,000				60,000	
Clear scada 2 x PC replacement Gunning water plant upgrade by Watters	-	15,000				15,000	
<i>Dalton Water Supply Fund</i>							
Mains Replacements	-	30,000				30,000	
<i>Taralga Water Supply Fund</i>							
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	6,990	13,984				13,984	50%
Mains Replacements	-	50,000				50,000	
Water Treatment Plant Investigations	-	20,000				20,000	
Taralga Water Supply Upgrade	3,921					-	
Total Water Supply Services Expenditure	51,312	566,270	488,024	-	-	1,054,294	5%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>SEWERAGE FUND</u>							
<i>Crookwell Sewerage Fund</i>							
Loan Principal Reduction (Former Crookwell Loan 163S - Finalised 24/4/2022)	-	41,181				41,181	
Sewerage Pumping Station Upgrades/ pump replacements	6,998	10,000				10,000	70%
Aeration of Holding Pond - EAT Tank & Sludge Ponds	-	105,000				105,000	
New Sludge Lagoon	-	150,000				150,000	
Sewer Main Rehabilitation / Renewal	-	100,000				100,000	
Decommission trickling filter plant	-	400,000				400,000	
Geo Tube for Sludge Drying	-	7,500				7,500	
Integration of Water & Sewer Telemetry systems network	9,684	80,000				80,000	12%
Implementation of the STP Mandatory Audit	-	200,000				200,000	
Emergency Backup Generator	54,063					-	
<i>Gunning Sewerage Fund</i>							
Sewer Main Rehabilitation / Renewal	-	80,000				80,000	
Backup Generator for Wet wells and STP	-	50,000				50,000	
<i>Taralga Sewerage Fund</i>							
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	1,633	3,266				3,266	50%
Sewerage Treatment Plant - Construct Sludge Lagoon	-	150,000				150,000	
Sewer Main Rehabilitation / Renewal	-	25,000				25,000	
Total Sewerage Services Expenditure	72,378	1,401,947	-	-	-	1,401,947	5%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2020/2021 Capital Expenditure - Acquisition/Renewal of Assets							
Job Description	Actual Expenditure	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
5. CIVIC LEADERSHIP							
<i>Real Estate Development</i>							
Total Civic Leadership Expenditure	-	-	-	-	-	-	
Total Capital Works Expenditure	3,505,416	20,764,579	9,745,760	-	-	30,510,339	11%
Capital Works Funding by Fund:-							
General Fund Expenditure	3,009,198	18,796,362	8,885,208	-	-	27,681,570	11%
DWM Fund Expenditure	372,528	-	372,528	-	-	372,528	
DWM Fund Expenditure	51,312	566,270	488,024	-	-	1,054,294	5%
Sewerage Funds Expenditure	72,378	1,401,947	-	-	-	1,401,947	5%
Total of All Funds Expenditure	3,505,416	20,764,579	9,745,760	-	-	30,510,339	11%
Capital Works Funding by Source:-							
Transfer from Reserves	1,175,948	2,209,000	1,489,386	-	-	3,698,386	32%
Section 94/64	19,042	43,000	167,000	-	-	210,000	9%
Grants and Contributions - Capital	460,673	7,297,608	5,938,834	-	-	13,236,442	3%
Loans and Borrowings	-	1,681,036	-	-	-	1,681,036	0%
Total Capital Works Funded by Capital Income	1,655,662	11,230,644	7,595,219	-	-	18,825,863	9%
Grants and Contributions - Operating	604,467	2,469,048	45,272	-	-	2,514,320	24%
Recurrent Revenue	1,245,286	7,064,887	2,105,269	-	-	9,170,156	14%
Total Capital Works Funding	3,505,416	20,764,579	9,745,760	-	-	30,510,339	11%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2020/2021 to 2023/2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Actual Income	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
1.COMMUNITY							
<i>Emergency Services and Fire Protection</i>							
RFS Building Improvements (Transfer from Sec. 94 Reserve)	-		160,000			160,000	
<i>Animal Control</i>							
Crookwell Pound - Impounding Yard Improvements (Transfer from Sec. 94 Reserve)	-	3,000				3,000	
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>							
<i>Public Libraries</i>							
<i>Public Halls, Cultural Services, Community Centres and Museums</i>							
Plans of Management for Crown Lands and Cemeteries (Transfer from Reserve)	-	54,000				54,000	
Breadalbane Community Hall - Kitchen Upgrade (Tackling Tough Times Grant)	5,000		5,000			5,000	100%
<i>Asbestos Removal Various Buildings - High Risk</i>							
Asbestos Removal From Council Buildings - High Risk (Transfer from Reserve)	14,510	40,000				40,000	36%
<i>Sporting Grounds and Parks and Gardens</i>							
Gunning Showground Amenities Project (SCCF3 Grant)	-	672,747				672,747	
Gunning Showground Hall (Showground Stimulus Fund)	-		81,915			81,915	
Pat Cullen Reserve - Picnic Shelter (SCCF3 Grant)	-	58,695				58,695	
Taralga & District Progress Association - Contribution to fence	1,500	-				-	
<i>Swimming Pools</i>							
Gunning Swimming Pool - Permanent Shade Structures (Other Grant)	-	30,000				30,000	
Gunning Swimming Pool - Permanent Shade Structures (Veolia Mulwaree Grant)	-		49,107			49,107	
Crookwell Swimming Pool - Aquatic & Activity Centre (Local Roads & Community Infrastructure Grant)	601,524		1,203,048			1,203,048	50%
Total Community Income	622,534	858,442	1,499,070	-	-	2,357,512	26%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2020/2021 to 2023/2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Actual Income	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
2. ENVIRONMENT							
<i>Town Planning and Development Control</i>							
<i>Section 94 - Development Contributions</i>							
Open Space	3,468	30,000				30,000	12%
Bushfire	2,768	40,000				40,000	7%
Community Facilities/Amenities	6,008	50,000				50,000	12%
Roads/Traffic Construction	39,976	400,000				400,000	10%
Extractive Industries	742	15,000				15,000	5%
Plan Administration	752	8,000				8,000	9%
<i>Housing</i>							
<i>Environmental Systems and Protection</i>							
<i>Noxious Weeds Control</i>							
<i>Building Control</i>							
Total Environment Income	53,714	543,000	-	-	-	543,000	10%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2020/2021 to 2023/2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Actual Income	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
3. ECONOMY							
<i>Financial Services</i>							
<i>Administration and Corporate Support</i>							
<i>Information Technology</i>							
IT - Servers Replacement/Upgrade (Transfer from Reserves)	-	80,000				80,000	
IT - Network Improvements - E&P (Transfer from Reserves)	-		9,175			9,175	
<i>Caravan Parks</i>							
<i>Tourism Promotion and Business</i>							
Total Economy Income	-	80,000	9,175	-	-	89,175	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2020/2021 to 2023/2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Actual Income	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND AND DWM FUND							
4. INFRASTRUCTURE							
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>							
<i>Urban Local Roads</i>							
<i>Rural Local Roads</i>							
Grabine Road Construction - Total of \$3.5m over 3 Years	-	2,666,000				2,666,000	
(Total \$3.5m - Growing Local Economy Fund Grant \$3.3m & ULSC \$200k)							
Gravel Resheeting Roads (Transfer from Sec. 94 Reserve)	-	-				-	
Collector Road (Hume Hwy - Lucks Ln) (Fixing Local Roads Grant)	-	-	1,485,900			1,485,900	
MR241 Dalton Road - Blackspot Project RUM85 (Fixing Local Roads Grant)	-	-	977,519			977,519	
<i>Regional Roads</i>							
Reconstruction - MR258 - Wombeyan Caves Road	-	2,966,000				2,966,000	
Total project cost \$5,028,000 / Growing Local Economies Fund Grant \$2,428,000 / Building Better Regions Fund Grant \$2,500,000 / Council \$100,000							
Rehabilitation - MR248E - Laggan Road (Part REPAIR Grant Funded)	-	311,000				311,000	
<i>Regional Roads Timber Bridge Replacement Program</i>							
MR 248E - Timber Bridge Replacement - Kiamma Creek (Transfer from Reserves)	-	-				-	
<i>Local Roads Bridge Program</i>							
Peelwood Creek Bridge (Peelwood Road) - 50% Drought Communities Grant	-	717,814				717,814	
Peelwood Creek Bridge (Peelwood Road) - Bridges Renewal Program Rd5	-		552,614			552,614	
Peelwood Creek Bridge (Peelwood Road) - 50% Loan	-	731,036	-552,614			178,422	
Cooksvale Road/ Peelwood Creek Bridge - 100% Loan Funded	-	950,000				950,000	
Kangaroo Creek Bridge, Bigga (50% FCR funded)	-	965,000				965,000	
Kangaroo Creek Bridge, Bigga (50% Loan in 2019/2020)	-	965,000				965,000	
Bridge - Blue Hills Rd/Monkey Ck - Bridges Renewal Program Rd5	-		479,726			479,726	
Bridge - Julong Rd 1/Crookwell Riv - Bridges Renewal Program Rd5	-		768,600			768,600	
<i>Footpaths and Cycleways</i>							
Saleyards Rd Crookwell - 100% Drought Communities Grant	-	206,782				206,782	
Adam St Gunning - 100% Drought Communities Grant	-	75,384				75,384	
Traffic & Transport Cycleway Program - (100% RMS funded)	-	20,000				20,000	
SCCF2 Pedestrian Access & Mobility Plan 1st Priority	51,000	-				-	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2020/2021 to 2023/2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Actual Income	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Kerb and Guttering</i>							
<i>Other Infrastructure</i>							
School - Rural Bus Stops - (s94 Funded)	-	30,000				30,000	
Streets as Shared Public Spaces	157,643		215,585			215,585	73%
<i>Waste Centres, Rubbish Tips and Street Cleaning</i>							
Rehabilitation and Capping of Crookwell Landfill (transfer from reserve)	44,448	175,000				175,000	25%
<i>Public Cemeteries</i>							
Stonequarry Cemetery - Columbarium (section 94 funded)	-	10,000				10,000	
<i>Stormwater and Drainage</i>							
Goulburn Street Crookwell - Gross Pollutant Trap (funded from Stormwater Levy Reserve)	-	180,000				180,000	
Floodplain Management Program (NSWDPIE part-funded)	-		56,314			56,314	
<i>Public Conveniences and Amenities</i>							
<i>Engineering, Purchasing and Works Supervision</i>							
<i>Plant and Equipment Operations</i>							
<i>Domestic Waste Management (DWM)</i>							
Section 94 Contribution - Garbage Disposal and Facilities	2,196	16,500				16,500	13%
DWM Plant Replacement (Transfer from DWM Reserve)	372,528	-	372,528			372,528	100%
<i>Uncomplete Works 2019/2020 (Transfer from Internal Reserves)</i>	117,023		1,120,260			1,120,260	10%
<i>Unexpended Loans 2019/2020 (Transfer from Internal Reserves)</i>	132,703		795,742			795,742	17%
Total Infrastructure Income	877,541	10,985,516	6,272,175	-	-	17,257,691	5%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2020/2021 to 2023/2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Actual Income	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND							
<i>Crookwell Water Supply Fund</i>							
Water Section 64 Development Contributions	-	28,200				28,200	
NSWDPIE Safe & Secure Water Program	287,523	-	287,523			287,523	100%
<i>Gunning Water Supply Fund</i>							
Water Section 64 Development Contributions	8,286	16,700				16,700	50%
<i>Dalton Water Supply Fund</i>							
Water Section 64 Development Contributions	-	2,400				2,400	
<i>Tarauga Water Supply Fund</i>							
Water Section 64 Development Contributions	4,143	10,200				10,200	41%
Total Water Supply Services Income	299,952	57,500	287,523	-	-	345,023	87%
SEWERAGE FUND							
<i>Crookwell Sewerage Fund</i>							
Sewerage Section 64 Development Contributions	-	22,500				22,500	
Decommission trickling filter plant (transfer from reserves)	-	400,000				400,000	
Implementation of the STP Mandatory Audit (transfer from reserves)	-	200,000				200,000	
Sewer Main Rehabilitation / Renewal (transfer from reserves)	-	100,000				100,000	
<i>Gunning Sewerage Fund</i>							
Sewerage Section 64 Development Contributions	4,413	9,000				9,000	49%
<i>Tarauga Sewerage Fund</i>							
Sewerage Section 64 Development Contributions	4,413	6,000				6,000	74%
Total Sewerage Services Income	8,826	737,500	-	-	-	737,500	1%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2020/2021 to 2023/2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Actual Income	Original Budget Estimate 2020/2021	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
5. CIVIC LEADERSHIP							
<i>Real Estate Development</i>							
Total Civic Leadership Income	-	-	-	-	-	-	
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	1,862,567	13,261,958	8,067,943	-	-	21,329,901	9%
Direct Funding Towards Capital Works							
Total Transfers from Reserves	681,212	1,229,000	2,297,706	-	-	3,526,706	19%
Total Section 94/64 Transfers from Reserve	-	43,000	160,000	-	-	203,000	
Total Loans	-	2,646,036	-552,614	-	-	2,093,422	
Total Capital Grants and Contributions Income	1,104,190	8,689,422	6,162,851	-	-	14,852,273	7%
Total Direct Funding Towards Capital Works	1,785,402	12,607,458	8,067,943	-	-	20,675,401	9%
Total Section 94/64 Contributions Received - Not Funding This Years Capital Works	77,165	654,500	-	-	-	654,500	12%
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	1,862,567	13,261,958	8,067,943	-	-	21,329,901	9%
Capital Income as per Income Statement							
Total General Fund Income	1,179,065	12,450,458	7,407,892	-	-	19,858,350	6%
Total DWM Fund Income	374,724	16,500	372,528	-	-	389,028	96%
Total Water Funds Income	299,952	57,500	287,523	-	-	345,023	87%
Total Sewer Funds Income	8,826	737,500	-	-	-	737,500	1%
Total Capital Income as per Income Statement	1,862,567	13,261,958	8,067,943	-	-	21,329,901	9%

UPPER LACHLAN SHIRE COUNCIL



1ST QUARTER REVIEW OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS **2020/2021**

30 SEPTEMBER 2020

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI)**FUNCTION (SERVICE)****COMMUNITY**

Health Services, Medical Centres, Community Services, Aged and Disabled Services
Public Halls, Cultural Services, Community Centres and Museums
Animal Control
Swimming Pools
Sporting Grounds and Parks and Gardens
Public Libraries
Emergency Services and Fire Protection

ENVIRONMENT

Town Planning and Development Control
Building Control
Environmental Systems and Protection
Housing
Noxious Weeds Control
Food Control and Inspections

ECONOMY

Financial Services
Administration and Corporate Support
General Purpose Revenue and Rates
Information Technology
Workforce (Human Resources and Work, Health and Safety)
Caravan Parks
Tourism Promotion and Business (Private Works, RMS State Road and Service NSW)

INFRASTRUCTURE

Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering
Stormwater and Drainage
Quarries and Gravel Pits
Waste Centres, Rubbish Tips and Street Cleaning

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI) continued**FUNCTION (SERVICE)**

Public Conveniences and Amenities
Public Cemeteries
Engineering, Purchasing and Works Supervision
Plant and Equipment Operations
Domestic Waste Management (DWM)
Water Supply Services
Sewerage Services

CIVIC LEADERSHIP
Governance

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - HEALTH SERVICES, MEDICAL CENTRES, AGED, DISABLED AND COMMUNITY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Facilitate leases for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned building utilised for health care services in Crookwell and Gunning.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Pending – Youth week traditionally held in April / May 2021 reportable in June 2021.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council review the Disability Inclusion Action Plan by December 2020.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Pending – review to commence February 2021.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Pending- reportable in June 2021

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC HALLS, CULTURAL SERVICES, COMMUNITY CENTRES AND MUSEUMS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review the Social and Community Plan and Council to readopt by December 2020.	Report on actions every year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Not Achieved – review to commence February 2021.
Review and Implement Cultural Plan for Council.	Review to be completed by March 2021. Report on actions every year in the Annual Report	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Pending – Council's Cultural Plan 2017-2020 review and community consultation to commence in November 2020.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Pending - Heritage grants to be endorsed by Council in November 2020.
Maintenance and management of Council public facilities.	Review Plan of Management for public buildings every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being Achieved - as per budget commitments. Plan of Managements are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - ANIMAL CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Registration of companion animals.	Monthly report to Office of Local Government.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - monthly reports submitted to the Office of Local Government.
Maintain a Complaint Handling Register.	Complaints investigated in accordance with Council's Enforcement Policy.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being Achieved – complaints investigated.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending – reportable in June 2021.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SWIMMING POOLS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - Council's operations plan and related documentation has been updated for the opening of the upgraded Gunning Swimming Pool.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Water quality testing is undertaken prior to opening and during pool opening hours and at two hour intervals. Results are recorded, and corrective action taken, in compliance with Department of Health guidelines.
Swimming pool patronage numbers and financial report.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Pending – swimming season to commence on 7 November 2020 for Gunning swimming pool. The Crookwell swimming pool is closed for the 2020/2021 season.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SPORTING GROUNDS AND PARKS AND GARDENS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – report pending from the Infrastructure Delivery Area.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every five years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending - Council is developing an Asset Register in consultation with the NSW Lands and will prepare Plans of Management by 30 June 2021 deadline.
Towns and villages streetscape improvement program.	Develop designs for main street streetscape works.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – Construction works for first stage is complete.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities on weekends of special or community events.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Townspersons working in towns and village including, Bigga, Gunning and Taralga as per the allocation of funds.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Library Return was completed and sent to NSW State Library in October 2020.
Increase membership and number of library loans.	Increase by 1% per annum.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Being achieved – statistics prepared by Library Manager for the 2019/2020 Annual Report.
Develop policies and guidelines for user access and use of technology in the libraries.	Become an operational eSmart Library by December 2020.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Being achieved – work has commenced and will be completed by December 2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – Section 94 Register audit completed in 2019/2020.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being Achieved – EMPLAN (formerly known as DISPLAN) and Consequences Management Guide are in the process of being reviewed and will be reported to the Local Emergency Management Committee.
Complete review of RFS Service Level Agreement.	Council adoption in 2020/2021.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – there is no current Service Level Agreement, discussions with RFS are yet to be finalised.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare LEP amendments and submit to Department of Planning and Environment.	LEP Amendments to Department of Planning and Environment for gateway approval in 2020/2021.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Review and implementation of Section 7.11 (Section 94 Development Contributions Plan) and Section 7.12 (Section 94A Development Contributions Plan).	Review of Section 94 Plans by December 2020 and annual audit of Section 94 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Pending – Working paper distributed. Councillor workshop held. Revised discussion paper pending.
Section 355 Committees of Council commence operations to facilitate the Community Enhancement Fund (CEF).	CEF agreements signed. Funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Pending – Gullen Range Wind Farm, Cullerin Range Wind Farm, Crookwell II and Taralga Windfarm CEP project funding to be finalised by November 2020.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD)	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - BUILDING CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved - 80% of CC's were determined within 30 days for 2020/2021.
Council retain a Register of Fire Safety Statements for Class 2 to 9 buildings.	Annually review the Register for currency.	2.2 - Promote environmentally sustainable developments (ESD).	Pending – annual review of register to be completed by December 2020.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not Achieved - 60% of DA's were determined within 40 days for 2020/2021.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
State of Environment Reporting.	Complete and include in Council Annual Report.	2.3 - Promote use of green and renewable energy.	Pending – to be reported in 2020/2021 Annual Report.
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Service Delivery Policy.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Being achieved – not all compliance action can be finalised within the 30 day timeframe.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of grants per annum.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved - Ongoing liaison with relevant government agencies in seeking funding for environmental initiatives.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - HOUSING**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Regular inspection of housing by independent management agent.	House inspections each year.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Annual house maintenance and repair program derived from inspections.	Repairs completed within 30 days of notification.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - NOXIOUS WEEDS CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved – 289 property inspections have been undertaken during 2020/2021.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Being Achieved - monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being Achieved - regular government and non-government meetings attended.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending – food premise inspections are scheduled for May 2021.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - none identified for 2020/2021.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Being achieved – Investment Policy was reviewed and adopted on 18 July 2019 and will be reviewed by 30 June 2021.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Minimum 40% cash reserve of total ELE expense.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 47% of total ELE expense as at 30 June 2020 based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Being achieved - Grant Thornton conducted 3 internal audits in 2020 on Council's Business Continuity Management System, Compliance Framework and Risk Management Framework which were reported to the Audit, Risk and Improvement Committee meetings who endorsed management responses.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Pending - infrastructure asset classes including roads, bridges, footpaths and stormwater were due for revaluation by 30 June 2020 but were deferred until June 2021.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan reviewed and adopted by Council on 18 June 2020.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Not achieved – 74.40% of tax invoices were paid by Council in accordance with credit terms. There were 1,425 tax invoices processed by accounts payable in 1st Quarter 2020/2021.
Manage Council's Accounts Receivable system.	90% of payments recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – 96.70% of sundry debtor invoices were recovered within 60 days of tax invoice date. There were 121 accounts receivable tax invoices processed in 1st Quarter 2020/2021.
Council electronic document records management system complies with State Records requirements.	Monthly records task assignee action report to management.	3.1 - Ensure financial viability of Council.	Being achieved - Monthly reports provided to management for outstanding task actions.
Participate in Canberra Region Joint Organisation (CRJO) advocacy and resource sharing projects.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in human resources, procurement, Tourism and Economic Development, Infrastructure and IP&R wellbeing working groups in Canberra Region Joint Organisation.
Council Section 355 Committees adhere to Council policies related to meetings and financial audit requirements.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – 2019/2020 audits commenced. Correspondence forwarded by Council in regard to compliance requirements to all Section 355 Committees. Councillor workshop to be held to review all committee arrangements.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved - 2.67% rates and charges outstanding percentage as at 30 June 2020.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 98.10% of Section 603 Certificates were processed within the deadline. There were 105 Section 603 Certificates issued in 1st Quarter 2020/2021.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – audit completed by the statutory deadline.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Being achieved – all reconciliations signed and authorised in 1st Quarter 2020/2021.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Being achieved - IT Strategic Plan reviewed and adopted at the 21 February 2019 Council Meeting. IT Project Plan prepared and works prioritised based on risk assessment.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Being achieved – computer replacement program commenced.
Review, upgrade and update Council's Website and	Updated on a weekly basis.	3.1 - Ensure financial viability of Council.	Being achieved - Council website and FaceBook page updated each week, timely

FaceBook page information.			media releases. E-newsletter and Post Weekly publications released each week. Zoom meetings setup for Council meetings and staff meetings in response to COVID-19.
Implementation of information technology capital works, i.e. new servers, software, databases and telecommunication upgrades.	Complete each year within budget estimate.	3.1 - Ensure financial viability of Council.	Being achieved – NBN services implemented at Council sites. Microwave tower communication project to library completed. File server upgrade and Civica Authority upgrade 7.1 projects are pending.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - WORKFORCE (HUMAN RESOURCES AND WORK HEALTH AND SAFETY)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Council Succession Plan.	Review biennially.	3.4 - Assist facilitation of employment opportunities.	Not achieved – will be reviewed after the job evaluations and grading under Oosoft system.
Proportion of Council employee turnover per year.	Less than 10%.	5.4 - Ensure the retention and attraction of quality staff.	Not achieved - 12% employee turnover rate in 2019/2020, this includes Council staff retirements, terminations and resignations.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.4 - Assist facilitation of employment opportunities.	Pending - 2020/2021 Performance reviews not due for commencement.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – the Workforce Plan is prepared and was adopted at the Council Meeting on 18 June 2020.
People leaders champion WHS and environmental issues within the respective areas of responsibility.	Team meetings to discuss WHS and environmental issues. Include WHS on agenda for all team meetings.	5.4 - Ensure the retention and attraction of quality staff.	The water, sewage and waste team has grown since Jan 2019. A number of new faces (Lachlan, Sue, Craig, Tom and Stephen) have joined the team and nobody has left the team.

KPI	Performance Measure	Delivery Program Actions	Performance Status
All new employees to attend Corporate Induction.	Attend corporate induction within two months of employment.	3.4 - Assist facilitation of employment opportunities.	Being achieved – induction program rolled out to new employees at regular intervals.
WHS risk to health and safety assessed, documented and reported to WHS Committee.	All WH&S issues including near misses are reported. 90% of the issues are addressed and closed out. Risk Registers are reviewed by each Department.	3.4 - Assist facilitation of employment opportunities.	Being achieved – WHS Committee action list detailed and followed up, however an estimated 70% of issues are closed out in time. Near misses reported and corrective actions where necessary.
Council officers and people managers are up to date in their WHS and organisational risk knowledge.	Reports contain WHS reports. 90% of meetings at which updates are discussed.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved – Further additional WHS days were planned however a delay is caused due to the COVID-19 pandemic.
Improve Council's WHS capability.	Develop corporate WHS and Environmental System for Council. Toolbox talks completed and recorded. Employees to complete statutory compliance training.	3.4 - Assist facilitation of employment opportunities.	Being achieved – Council has appointed GHD for the implementation of WHS and Environmental Systems and funded as a part of the Operational Plan.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - CARAVAN PARKS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Achieved – In 2019/2020 the caravan park operated the facility with a profit. Increase in overnight visitation and bookings up to when COVID-19 impacted operations.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Not achieved – Review of the Plan is pending.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Being achieved – Crookwell caravan park reopened in June 2020 after relaxation of COVID-19 pandemic health restrictions. COVID contact tracing App to be used for registering all visitors to the facility.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Upper Lachlan Tourist Association (ULTA) to implement Upper Lachlan Destination Plan.	Review results annually.	3.5 - Encourage and support viable local businesses.	Being achieved – Tourism Strategic Plan is to be replaced by the Tablelands Destination Development Plan in 2021.
Coordinate the Crookwell Potato Festival event.	Provide event summary.	3.6 - Promote tourism opportunities and community events.	Being achieved – cancellation of the event May 2020 due to COVID-19. A virtual event proceeded. Planning to commence for event in 2021.
Presentation of tourism function statistics.	Present to ULTA quarterly.	3.6 - Promote tourism opportunities and community events.	Being achieved - Committee meetings have recommenced with lifting of COVID-19 pandemic health restrictions.
Upper Lachlan Tourist Association (ULTA) to implement Upper Lachlan Tourism Marketing Activity Plan.	Review actions each quarter.	3.5 - Encourage and support viable local businesses.	Being achieved – Focus on two key projects, a regional “Love NSW” video vignette series and a multimedia “Discover the Shire of Villages” campaign funded by Bushfire Community Resilience and Economic Recovery Fund. Public release delayed by COVID-19 pandemic health regulations.
Develop and implement regional tourism plans in conjunction with Tablelands Councils and Canberra Region Joint Organisation.	Review actions each quarter.	3.6 - Promote tourism opportunities and community events.	Being achieved – Destination Southern NSW to prepare a Tablelands Destination Development project. Draft plan is prepared for Tablelands and this plan will be presented to CRJO councils for adoption in early 2021.
Annually coordinate the tourism events and cultural activity grant funding programs.	Report on increased visitor spend.	3.6 - Promote tourism opportunities and community events.	Being achieved – the Cultural Funding Program and Events Funding program to commence in 2021.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Being achieved – media publications and Upper Lachlan Destination Guide completed, Tourism and Events Industry Newsletter

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
			issued monthly, What's On and calendar of events completed. COVID-19 pandemic is having a detrimental impact on tourism with local events continuing to be cancelled.
Upper Lachlan Tourist Association (ULTA) to implement Upper Lachlan Industry Support Program.	Review annually.	3.5 - Encourage and support viable local businesses.	Being achieved – with COVID-19 restrictions impacts and the associated changes to methods of operation and societal expectations, tourism staff have spent additional time informing and educating businesses / tourism operators as well as directly assisting with technical and creative challenges of operating in an online environment.
Facilitate provision of RV Friendly Town program in towns within the Shire.	Investigate sites for Taralga and Crookwell.	3.6 - Promote tourism opportunities and community events.	Not achieved – further investigations for a RV Friendly Town camping site in Crookwell and Taralga to be undertaken.
Business activity of the State Road MR54 RMCC contract and work orders to retain RMS accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being achieved - RMCC and works orders being completed in accordance with contract. New RMCC contract signed and implemented in 2020/2021.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ROADS, BRIDGES, FOOTPATHS, CYCLEWAYS, AND KERB AND GUTTERING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy completed and asset condition assessment data to be collated as a part of the revaluation of infrastructure assets.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 90% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	The 2020/2021 Annual Capital Works Program is currently on track. There was another declared emergency storm event in August that impacted on delivery of the capital program by our internal workforce, as well as continued wet weather causing damage to our road network. However, at this stage we believe we will still be able to deliver the Capital Works Expenditure Program.
Reconstruction of Grabine Road Stage 1 of Growing Local Economies program.	Complete Stage 1 within budget allocation in 2020/2021.	4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Being achieved – Remaining works have been transferred to the 2020/2021 program. Earthworks for the second section (1.9km) and third section (0.9km) have commenced.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – Bitumen Sealing contract in place, contract plant and equipment tenders are finalised.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – Gravel re-sheeting program for Section 94 and Roads to Recovery projects works are well advanced.

Prepare Asset Management Plans for Roads, Stormwater, Footpaths and Kerb and Guttering asset classes.	Complete by December 2020.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Ten year Capital and Maintenance Program will be developed as a part of the Asset Management Planning.
Review footpath replacement program.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - projects being completed include the Stronger Country Communities PAMP projects.
Complete the replacement of all timber bridges in accordance with Delivery Program.	Complete annually.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Abercrombie River, Kiamma Creek bridge, Jeffery Rd bridge, Arthursleigh road bridge are completed. Construction of Diamond Creek bridge in progress. Tender has been published for design & construct of Peelwood Creek bridge and Kangaroo Creek bridge.
Complete Stage 1 of the Wombeyan Caves Road MR258 reconstruction project.	Complete within budget by 30 June 2021.	4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Being Achieved – Project commencement was delayed due to bushfires that affected on road closure of Wombeyan Caves. The following tasks are completed to date: Design work, Survey, REF Report, Ecological Study & Heritage Assessment, Road Safety Audits preconstruction phase. Tender Documents is currently in the final stage for completion before going for advertisement in November 2020.
Regional road repair and pavement reconstruction program on MR248E Crookwell to Laggan Road – Stage 3.	Complete within budget and finalisation report completed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Stage 1 completed, Stage 2 MR248E Laggan Road reconstruction works are scheduled for February 2021.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Stormwater Levy for all towns to assist in funding capital works improvements in the Shire towns	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – Works program is included in Operational Plan.
Creation of Floodplain Risk Management Study and Plans.	Implement projects outlined in the Plan.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Being achieved. Funding approved for investigation into a flood warning system for Taralga, Crookwell, Gunning and Collector.
Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved - Included in the public works program.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved - Gravel stocktakes completed in 2019/2020.
Maintain a gravel pit rehabilitation cash reserve in accordance with gravel restoration liability requirements.	Review cash reserve annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Rehabilitation reserve created and funds being credited to reserve.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset	Being achieved – internal gravel charge reviewed and updated.

		renewal and upgrades covering a 10 year period.	
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements.	Install signage as remote supervision.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Signs erected. Quarry management plans are being created.
TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE: PRINCIPAL ACTIVITY - WASTE CENTRES, RUBBISH TIPS AND STREET CLEANING			
KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement strategy for the Crookwell Waste Centre.	Remediation works project in accordance with EPA requirement.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved – Council has resolved to close the existing facility and build a transfer station elsewhere. Council is in the process of remediation for the Crookwell Landfill for use as a timber plantation and timber products mill.
Waste transfer station design development and construction for Taralga, Collector, Tuena and Bigga, including closure plans for existing landfills.	Remediation works project in accordance with EPA requirement.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved – Collector, Gunning, Tuena and Bigga will all be receiving a range of upgrades this financial year including diversion and retention drainage, fencing, litter clean-up, capping and/or increased local-resident access. The Laggan landfill that was closed without due process will be remediated to meet current requirements.
Ensure compliance with DECCW licence for Crookwell waste centre (landfill).	No non-compliance incidents.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being Achieved: Crookwell Landfill is being upgraded to eliminate leachate problems – at present this is all that is required by EPA. Other rural landfills are being upgraded to ensure compliance with EPA regulations.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Being achieved – weekly maintenance and cleaning.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Pending until the land register and crown land identification process is finalised. The crown land register is being reviewed.
Gunning cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owner.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - negotiations have stalled for purchase of additional land for the expansion of Gunning Cemetery.
Columbarium construction program.	Create new columbarium each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Columbarium in Dalton is complete. Columbarium to be constructed at Stonequarry Cemetery in Taralga, works are to commence in late 2020.
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Maintenance activities according to annual program and budget allocation are being completed.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ENGINEERING, PURCHASING AND WORKS SUPERVISION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Complete Special Schedule 7. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved - Infrastructure Plan reviewed – 2020-29 Achieved - Special Schedule review - 2019-2020 asset review completed by Morrison Low consulting.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - General stores re-organisation ongoing. Stores stocktakes are conducted in December and June each year.
Implement Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending – 2019/2020 RAMP with benchmarking of liability infrastructure risk and two improvement items is to be completed.
Review Risk Management Assessment Plan and Risk Management Policy.	Review and update by December 2020.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - Infrastructure Department to further develop risk framework to control infrastructure liability risks.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowers.	Comply with EPA regulations.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Council engaged Coffey's to undertake environmental investigation.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Plant and Motor Vehicle Replacement Schedule has been prepared and reviewed annually.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Plant replacements are proceeding in accordance with Plant Replacement Schedule in the Operational Plan.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Being achieved – Plant hire rates were reviewed.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Being achieved – Leaseback program and agreement reviewed regularly and new lease fee to commence 1 May 2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – minimal complaints received.
Review effectiveness of the kerbside pickup of organic green waste collection service (during Spring, Summer and Autumn).	Review report provided annually to Council.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – Trials on green waste composting and reuse are being carried out to ensure optimum processes are put into action.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council's waste and recycle collection fleet consisting of three compactor trucks being replaced on a staggered rotation. A new garbage truck was purchased this year.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Being Achieved – The strategic plan is being updated in the light of difficulties with the Taralga Dam and EPA licence breaches. Following the update of the strategic plan an update of developer service pricing model will be completed and the developer service pricing updated.
Review Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Complete IWCM strategy by June 2021.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Review of the Integrated Water Cycle Management (IWCM) Strategy is pending after Council approval of a report in April 2020.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Register plan is being reviewed and updated for Council adoption in 2020. The IWCM will be updated in accordance with the updated IWCM plan.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Not achieved – water supply fund in 2019/2020 and 2018/2019 had minor operating deficits. Previous 8 years were surplus operating results.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - SEWERAGE SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Problem sewer main areas in Crookwell and Gunning are being relined.
Review Policy and implement Trade Waste Charges.	Report to Council.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending – water, sewage and waste plans are to be updated.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Operational Surplus achieved in past 2 financial years. Works done this financial year to improve the Crookwell sewage reticulation network, Crookwell STP, Taralga Reticulation network and the Taralga STP will be completed from Council budget.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Register was audited in 2019/2020. The strategic plan for water and sewer is being reviewed and revised this financial year so the new developer service pricing model operates effectively.
Sewerage Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – the Crookwell STP has had licence breaches and solutions are being trialled over the summer to address EPA regulations.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR – CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY – GOVERNANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government elections.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved.
Council Policy development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – policy development and reviews undertaken.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 business days.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved.
Complete Council Annual Report.	Completed and sent to OLG by 30 November every year.	5.3 - Promote community engagement and involvement in decision making processes.	Pending – URL link to be provided to Office of Local Government in November 2020.
Implement the Office of Local Government (OLG) “Fit for the Future” Council Improvement Proposal and Action Plan.	4 year Action Plan incorporated in Delivery Program.	5.1 - Participate in resource sharing initiatives.	Pending – actions will be reported to Council as part of Delivery Program review report in December 2019 and July 2020.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Achieved – circulars complied with and placed before Council as required by the Office of Local Government.
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all Fit for the Future benchmarks.	5.4 – Leadership and commitment to integrated planning and reporting.	Not achieved - in 2019/2020 four out of seven benchmarks realised.

Finance and Administration - 19 November 2020

ITEM 13.4 **Amendments to Model Code of Conduct for Local Councils**

FILE REFERENCE **I20/474**

AUTHOR **Director of Finance and Administration**

ISSUE

Providing details regarding the release of amended model Code of Conduct and Procedures for Local Councils.

RECOMMENDATION That -

1. Council adopts the prescribed Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

BACKGROUND

A new Model Code of Conduct for Local Councils in NSW and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW was prescribed under Section 440, of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*. Councils were given six months from the date of prescription (14 December 2018 – 14 June 2019) to adopt a code of conduct and procedures. Upper Lachlan Shire Council adopted the code of conduct and procedures on 21 February 2019.

The purpose of a council's code of conduct is to prescribe the ethical and behavioural standards council officials are expected to comply with. The purpose of the Procedures is to support the enforcement of those standards. Consistent with this, Council's code of conduct should not be used to deal with routine complaints.

REPORT

The Office of Local Government has now released Circular Number 20-32, see attachment to this report, advising Council of amendments to the Model Code of Conduct and framework.

The Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, are attachments to this report, and are prescribed take effect immediately from the date of the Office of Local Government Circular. A short summary of the amendments is outlined in the Circular.

Finance and Administration

AMENDMENTS TO MODEL CODE OF CONDUCT FOR LOCAL COUNCILS cont'd

Section 440, of the *Local Government Act 1993*, specifies the classes of council officials that a Model Code of Conduct prescribed under the Regulation may apply to.

Under Section 440, a Model Code of Conduct applies to councillors, members of staff of councils and delegates of councils (including members of committees). These are all defined as “council officials” for the purposes of the Model Code of Conduct and the Procedures.

POLICY IMPACT

Adoption of a Code of Conduct is a requirement of the Office of Local Government.

OPTIONS

Nil




FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the prescribed Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

ATTACHMENTS

1. 	OLG - 20-32 Circular - Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures	Attachment
2. 	Model Code of Conduct	Attachment
3. 	Model Code of Conduct Procedures	Attachment



Office of
Local Government

Circular to Councils

Circular Details	20-32 / 14 August 2020 / A708384
Previous Circular	19-25 – <i>Penalties available to councils for code of conduct breaches by councillors</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement

Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures

What's new or changing

- The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment* [2019] NSWSC 1134.
- Amendments have also been made to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.
- The new prescribed Model Code of Conduct and Procedures are available on the Office of Local Government's (OLG) website.

What this will mean for your council

- The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court's decision and the amendments to the Model Code of Conduct are minor in nature.
- Councils should adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.
- Councils' complaints coordinators should bring this circular to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.

Key points

Amendments to the Procedures

- Consistent with the Supreme Court's decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:
 - that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or

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- that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.
- Other amendments have been made to the Procedures to:
 - allow panels of conduct reviewers to be appointed without a resolution of the council, and
 - allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

Amendments to the Model Code of Conduct

- The Model Code of Conduct has been amended to:
 - remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
 - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
 - include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.
- Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:
 - lift the \$50 cap on the value of gifts that may be accepted to \$100
 - clarify that items with a value of \$10 or less are not "gifts or benefits" for the purposes of the Model Code of Conduct and do not need to be disclosed

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- clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct, and
 - remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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The Model Code of Conduct for Local Councils in NSW

2020

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PART 1 INTRODUCTION

This *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) is made under section 440 of the *Local Government Act 1993* (“LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council’s or joint organisation’s adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council’s or joint organisation’s adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council’s code of conduct may give rise to disciplinary action.

Note: References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting the Model Code of Conduct, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.

Note: In adopting the Model Code of Conduct, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council’s audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns

environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
LGA	<i>Local Government Act 1993</i>
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2005</i>
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3

GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

3.8 You must not engage in bullying behaviour towards others.

3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:

- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
- b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct
- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or ‘initiation ceremonies’
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations

- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

Obligations in relation to meetings

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
 - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
 - c) deliberately seek to impede the consideration of business at a meeting.

PART 4

PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or

- (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
- (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

- (a) your interest as an elector
- (b) your interest as a ratepayer or person liable to pay a charge
- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads

- iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

What disclosures must be made by a councillor?

- 4.20 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and

- (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor or designated person, and
 - (b) 30 June of each year, and
 - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor or designated person in the preceding 3 months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or

- (b) at any time during which the council or committee is voting on any question in relation to the matter.

4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:

- (a) a member of, or in the employment of, a specified company or other body, or

- (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.

4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:

- (a) the matter is a proposal relating to:

- (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or

- (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and

- (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and

- (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:

- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
- (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- (b) that it is in the interests of the electors for the area to do so.

4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

PART 5

NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in

matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.

- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of

the council and the organisation are potentially in conflict in relation to the particular matter

- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

Political donations

5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) the major political donor has a matter before council,
- you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 5.17 For the purposes of this Part:
- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
 - b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.
- 5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

- 5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
- a) the matter is a proposal relating to:
 - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council’s area, and
 - b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and
 - c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
- 5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the

council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or employment

5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.

5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.

5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.

5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.

5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:

- a) conflict with their official duties
- b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
- c) require them to work while on council duty
- d) discredit or disadvantage the council
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with council

5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private

interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PART 6

PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

- 6.2 A reference to a gift or benefit in this Part does not include:

- a) items with a value of \$10 or less
- b) a political donation for the purposes of the *Electoral Funding Act 2018*
- c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
- d) a benefit or facility provided by the council to an employee or councillor
- e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind

- c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
- f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
- g) personally benefit from reward points programs when purchasing on behalf of the council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7

RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
 - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the

interaction of councillors and council staff that have been authorised by the council and the general manager

- d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.5 Members of staff of council must:

- a) give their attention to the business of the council while on duty
- b) ensure that their work is carried out ethically, efficiently, economically and effectively
- c) carry out reasonable and lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the

- councillor or administrator has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
 - g) council staff being overbearing or threatening to councillors or administrators
 - h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
 - i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
 - j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
 - k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
 - l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

PART 8

ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have

a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

8.9 In regard to information obtained in your capacity as a council official, you must:

- a) subject to clause 8.14, only access council information needed for council business
- b) not use that council information for private purposes
- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.11 In addition to your general obligations relating to the use of council information, you must:

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person

- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

8.12 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:

- a) for the purpose of assisting your election campaign or the election campaign of others, or
- b) for other non-official purposes.

- 8.19 You must not convert any property of the council to your own use unless properly authorised.

Internet access

- 8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

- 8.21 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

PART 9

MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral

submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.

9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods

or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.21 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.21 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:

- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.

17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the code must disclose:

- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
- c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

Sources of income

26. A person making a return under clause 4.21 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:

- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
- b) the person was liable to pay the debt to a relative, or
- c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
- d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]
[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
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D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest (if interest or held a position at the return date/at any time since 30 June)	Nature of any	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

2020

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PART 1

INTRODUCTION

These procedures (“the Model Code Procedures”) are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”).

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* (“the LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

Note: References in these procedures to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting the Model Code Procedures, joint organisations should adapt them to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.

Note: In adopting the Model Code Procedures, county councils should adapt them to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

Note: Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.

PART 2 DEFINITIONS

In these procedures the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the LGA

code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
councillor	any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser

delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation
ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 400O of the LGA
LGA	the <i>Local Government Act 1993</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	the <i>Local Government (General) Regulation 2005</i>
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3 ADMINISTRATIVE FRAMEWORK

The establishment of a panel of conduct reviewers

3.1 The council must establish a panel of conduct reviewers.

- 3.2 The council may enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
- a) an understanding of local government, and
 - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
 - c) knowledge and experience of one or more of the following:
 - i) investigations
 - ii) law
 - iii) public administration
 - iv) public sector ethics
 - v) alternative dispute resolution, and
 - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
- a) a councillor, or
 - b) a nominee for election as a councillor, or
 - c) an administrator, or
 - d) an employee of a council, or
 - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.

- 3.10 The council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.
- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another

council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.

3.19 The general manager must not undertake the role of complaints coordinator.

3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.

3.21 The role of the complaints coordinator is to:

- a) coordinate the management of complaints made under the council's code of conduct
- b) liaise with and provide administrative support to a conduct reviewer
- c) liaise with the Office, and
- d) arrange the annual reporting of code of conduct complaints statistics.

PART 4 HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?

What is a code of conduct complaint?

4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.

4.2 The following are not "code of conduct complaints" for the purposes of these procedures:

- a) complaints about the standard or level of service provided by the council or a council official
- b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
- c) complaints about the policies or procedures of the council
- d) complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.

4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of

conduct complaint are to be dealt with under the council's routine complaints management processes.

When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within 3 months of the alleged conduct occurring or within three months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The general manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the general manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.

- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

PART 5 HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?

Delegation by general managers and mayors of their functions under this Part

- 5.1 A general manager or mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the general manager or mayor are also to be taken to be references to their delegates.

Consideration of complaints by general managers and mayors

- 5.2 In exercising their functions under this Part, general managers and mayors may consider the complaint assessment criteria prescribed under clause 6.31.

What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
- a) is not a code of conduct complaint, or
 - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
 - c) is trivial, frivolous, vexatious or not made in good faith, or
 - d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or

- e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

How are code of conduct complaints about staff (other than the general manager) to be dealt with?

- 5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.

- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.
- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
- a) censure
 - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
 - c) prosecution for any breach of the law
 - d) removing or restricting the person's delegation
 - e) removing the person from membership of the relevant council committee.
- 5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:
- a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
 - b) the person must be given an opportunity to respond to the allegation, and

- c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

How are code of conduct complaints about administrators to be dealt with?

- 5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The general manager must notify the complainant of the referral of their complaint in writing.

How are code of conduct complaints about councillors to be dealt with?

- 5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:
 - a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
 - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
 - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
 - d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.
- 5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.
- 5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under

this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

- 5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

How are code of conduct complaints about the general manager to be dealt with?

- 5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
 - b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
 - c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.
- 5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.
- 5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

- 5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

How are complaints about both the general manager and the mayor to be dealt with?

- 5.34 Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:
- a) delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager where the allegation is not serious, or to a person external to the council, or
 - b) refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

Referral of code of conduct complaints to external agencies

- 5.35 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.
- 5.36 The general manager, mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.
- 5.37 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

Disclosure of the identity of complainants

- 5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
- a) the complainant consents in writing to the disclosure, or

- b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
- c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
- d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
- e) it is otherwise in the public interest to do so.

5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.

5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.

5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.

5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994*. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.

5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.

5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

Special complaints management arrangements

5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.

5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:

- a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
- b) impeded or disrupted the effective administration by the council of its code of conduct, or
- c) impeded or disrupted the effective functioning of the council.

5.50 A special complaints management arrangement must be in writing and must specify the following:

- a) the code of conduct complaints the arrangement relates to, and
- b) the period that the arrangement will be in force.

5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.

5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.

5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.

5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.

5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

PART 6 PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS

Referral of code of conduct complaints about councillors or the general manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager that have not been referred to an external agency or declined or resolved by the general manager, mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
 - a) a panel of conduct reviewers established by the council, or
 - b) a panel of conduct reviewers established by an organisation approved by the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
 - a) they have a conflict of interest in relation to the matter referred to them, or
 - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
 - c) they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
 - d) at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).

- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
- a) comply with these procedures in their consideration of the matter, or
 - b) comply with a lawful and reasonable request by the complaints coordinator, or
 - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
- a) to take no action
 - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

- c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - d) to refer the matter to an external agency
 - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.
- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:

- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
- b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment if it were to be proven, and
- c) that the matter is one that could not or should not be resolved by alternative means.

6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, the conduct reviewer is to consider the following:

- a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
- b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
- c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
- d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.

6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.

6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the general manager or mayor for resolution

6.26 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.

6.27 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under clause 6.13(c).

6.28 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.

6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager or, in the case of a

complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.

- 6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
- a) whether the complaint is a code of conduct complaint for the purpose of these procedures
 - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
 - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
 - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
 - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
 - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
 - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
 - i) any previous proven breaches of the council's code of conduct
 - j) whether the conduct complained of forms part of an ongoing pattern of behaviour
 - k) whether there were mitigating circumstances giving rise to the conduct complained of
 - l) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
 - m) the significance of the conduct or the impact of the conduct for the council
 - n) how much time has passed since the alleged conduct occurred
 - o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

PART 7 INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER

What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or do not arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
- a) disclose the substance of the allegations against the respondent, and
 - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
 - c) advise of the process to be followed in investigating the matter, and
 - d) advise the respondent of the requirement to maintain confidentiality, and
 - e) invite the respondent to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice, and
 - f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.

- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:
- a) advise them of the matter the investigator is investigating, and
 - b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
 - c) invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.
- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:
- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
 - b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
 - c) refer the matter to an external agency.
- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about

the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.

- 7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

- 7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.
- 7.35 The investigator's final report must:
- a) make findings of fact in relation to the matter investigated, and,
 - b) make a determination that the conduct investigated either,
 - i. constitutes a breach of the code of conduct, or
 - ii. does not constitute a breach of the code of conduct, and
 - c) provide reasons for the determination.
- 7.36 At a minimum, the investigator's final report must contain the following information:
- a) a description of the allegations against the respondent
 - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
 - c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
 - d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
 - e) a description of any attempts made to resolve the matter by use of alternative means
 - f) the steps taken to investigate the matter
 - g) the facts of the matter
 - h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
 - i) the investigator's determination and the reasons for that determination
 - j) any recommendations.
- 7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
 - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
 - c) in the case of a breach by a councillor, that the council resolves as follows:
 - i. that the councillor be formally censured for the breach under section 440G of the LGA, and

ii.that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

- 7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.
- 7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.
- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
- a) that the council revise any of its policies, practices or procedures
 - b) that a person or persons undertake any training or other education.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
- a) the investigator's findings in relation to the facts of the matter and the reasons for those findings
 - b) the investigator's determination and the reasons for that determination
 - c) any recommendations, and
 - d) such other additional information that the investigator considers may be relevant.
- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.
- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

- 7.45 Where it is apparent to the complaints coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

Consideration of the final investigation report by council

- 7.46 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.
- 7.47 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.
- 7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.49 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.
- 7.50 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.52 Prior to imposing a sanction, the council may by resolution:
- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
 - b) seek an opinion from the Office in relation to the report.
- 7.53 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.

- 7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.
- 7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.57 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.
- 7.58 A council may by resolution impose one of the following sanctions on a respondent:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
 - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
 - c) in the case of a breach by a councillor:
 - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.
- 7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.
- 7.61 Where the council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the council's decision and the reasons for it.

PART 8 OVERSIGHT AND RIGHTS OF REVIEW

The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or

misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.

- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

Complaints about conduct reviewers

- 8.4 The general manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The general manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

Practice rulings

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:

- a) that the investigator has failed to comply with a requirement under these procedures, or
 - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
 - c) that in imposing its sanction, the council has failed to comply with a requirement under these procedures.
- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose a sanction be reviewed:
- a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
 - b) the council must:
 - i. review its decision to impose the sanction, and
 - ii. consider the Office's recommendation in doing so, and
 - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.

- 8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.

PART 9 PROCEDURAL IRREGULARITIES

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
- a) the non-compliance is isolated and/or minor in nature, or
 - b) reasonable steps are taken to correct the non-compliance, or
 - c) reasonable steps are taken to address the consequences of the non-compliance.

PART 10 PRACTICE DIRECTIONS

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

PART 11 REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
 - b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
 - c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
 - d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period

- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

PART 12 CONFIDENTIALITY

12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.

12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.

12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the general manager or their delegate, and consider any submission made by them.

12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.

12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:

- a) the complainant
- b) the complaints coordinator
- c) the Office, and
- d) any other person the general manager or their delegate considers should be notified of the determination.

12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the

subject of a determination made by the general manager or their delegate under clause 12.2.

- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.

14 GENERAL MANAGER

The following items are submitted for consideration -

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14.4	Gunning District Association Grant Support	262

General Manager - 19 November 2020

ITEM 14.1 **COVID-19 Report**

FILE REFERENCE **I20/469**

AUTHOR **General Manager**

ISSUE

To provide Council with a status update on COVID-19.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

During the months of October/November Council received updates from NSW Government in relation to COVID-19.

Public health authorities both internationally and in Australia have been monitoring international outbreaks of COVID-19, also known as Novel Coronavirus 2019, there have been no new cases in Upper Lachlan Shire over this period.

REPORT

The last update to the Public Health Order was updated on 22 October 2020

Below are changes since the updated report in the 15 October 2020 Council meeting along with the latest updates from the Public Health Order are as follows:

Outdoor Gatherings

30 people can now gather outdoors with 1.5 metres between people still required

Events

- All events must have a COVID-19 safety plan
- Corporate events of up to 300 can be held at appropriate premises (including restaurants) as long as the venue can follow their COVID-19 regulations and spacing requirements
- Hospitality venues can now allow 1 patron for every two square metres in outdoor areas previously 1 per four square metres.

Markets

Council are assisting groups who are looking to return to regular market days. Groups are advised to have an overarching COVID-19 safety plan and booking system in place for the stall holders to book in. Council recommend each stallholder (business/individual) have their own COVID-19 plan available to ensure safety requirements are met. All COVID-19 plans are available on Council website.

NSW country shows to resume early 2021

On Thursday 5 November 2020 NSW Government announced Regional communities and show committees can start planning events scheduled for early 2021.

COVID Safe measures are being put in place to allow up to 5,000 people at any given time to attend shows in the new calendar year.

Safety measures will include social distancing at venues, controlled access at entry points throughout the show to minimise crowding, a limit to the number of attendees depending on venue size and the one person per 4 square metre rule.

Organisers are encouraged to use the Service NSW COVID Safe QR codes to enable safe management of crowd numbers and enable contact tracing.

Guidelines and checklists for country shows will be available on the NSW Government website.

Council Meetings and Public Forums

Councillors have continued to attend meetings but it remains that members of the public are not permitted to attend meetings. The total number of people attending meetings (including councillors and staff) cannot exceed 12.

Action from Council

Meetings will continue with zoom available to our directors or councillors to join in for Council meetings, especially where the maximum 12 participants are in the room. Council meetings will continue to be live streamed for the public and no presentations, except by zoom, are able to occur due to the limited number of attendees allowed under COVID rules.

COVID-19 Testing / Pop up clinics

Council have continued to be contacted by health professionals to set up drive thru testing clinic. While NSW Health is responsible for publicising these clinics, Council is also publicising them on our website.

Council Operations

- All staff are practising safe social distancing
- Service counters have safety shields installed
- Minimal 1-1 meetings with outsiders of Council taking place
- Council Chambers still only allowing maximum 12 persons in room
- Implementation of zoom/phone meetings wherever possible
- Segregation of departments still in action (three groups)
- Hand sanitizer, wipes and cleaning protocol in place
- Signage / restrictions across Council
- Masks are available for customer service team, staff and visitors
- A COVID-19 recovery plan has been adopted for all staff
- Customer service team are being heavily vigilant on visitors from outside of NSW and ensuring records kept to assist authorities if asked upon.

POLICY IMPACT

Nil

General Manager
COVID-19 REPORT cont'd

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

General Manager - 19 November 2020

ITEM 14.2 **Taralga Water Supply Storage Dam**

FILE REFERENCE **I20/486**

AUTHOR **General Manager**

ISSUE

To provide Council with a status update on the future of the Taralga water supply storage dam.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

At the October 15 2020 Council meeting it was requested a report on the future of the Taralga water supply storage dam detailing actions to date and options going forward be tabled.

REPORT

Summary of Councils actions taken to date to ensure dam safety

- In June Council engaged a consultant who inspected the Water Treatment Plant and Water Supply Dam.
- Unfortunately the dam is an older dam that was designed and constructed by PWD in 1964 for Mulwaree Council and at that time the dam was constructed without a drainage facility.
- Due to residents being located on the lower side of the dam Council initially reduced the dam level to 60% by consumption attrition over the following few weeks.
- Council reviewed the approved flood maps for Taralga, which unfortunately excluded the Taralga water supply dam from the study.
- Council contacted Dam safety NSW in early September 2020 to advise of Council's concerns with respect to the dam safety.
- Dam Safety NSW advised Council to privately engage a Dam Safety Inspector in their response on 25 September 2020 and recommended a suitably qualified and experienced dam inspector.
- 25 September Council engaged the recommended dam inspector to inspect the dam at his earliest availability which occurred on the 6 October 2020.
- Draft report from dam inspector was received on Friday 9 October 2020.
- Monday 12 October 2020 Council contacted Local Emergency services group to assist with developing an evacuation plan for the effected Taralga residents should the dam wall fail.

- Tuesday 13 October 2020 Council made the decision to further lower the dam to 30%
- In conjunction with SES, FRNSW, RFS and NSW Police the dam level was lowered from 60% to 30% by continuously pumping water (FRNSW) out of the dam from 6:30pm Tuesday 13 October 2020 to 1:00pm Wednesday 14 October 2020.
- SES conducted a door knock of Taralga residents advising of a public meeting occurring Tuesday evening where further written communication was developed by SES and Council for distribution on the night.
- The Dam Inspector confirmed in writing that the current level of 30% *“provides a significant improvement to the dam’s safety and, in particular, the stability of the eastern embankment. If this condition can be maintained, the urgency of repair or renew of the dam can be relaxed”*.
- Unfortunately a 30% level provides inadequate water security for Taralga, especially as we come into summer and the township will remain on carefully monitored water restrictions.

Actions that either occurred the following week or are ongoing

- Further and ongoing consultation with the community
- Implement water restrictions
- Community education program on water savings actions and devices.
- Complete evacuation plan
- Investigate options to repair or review the dam including consideration of an alternate and more suitable site
- Seek support from State Government to repair or replace the towns water supply dam

Council is an active member of the local emergency management team and this was demonstrated in the recent activation, planning, and implementation of appropriate emergency response on Tuesday 13 October 2020.

Council was part of a debrief that occurred post the event of Tuesday 13 October 2020 organised with SES, RFS, FRNSW, NSW Police and local emergency organisations.

Council can confirm that the water level can be maintained “fail safe” at a suitable low level with specific reference to controlling the filling method. Council reset the SCADA system to have the raw water pumps shut down at 30% dam level. Council utilises a telemetry system that automatically turns the pump off if the level reaches 30%, this means that there is no need for an operator to manually intervene however this system is monitored by Council 24/7.

Actions taken as a result of Councils dam safety inspector who:

- confirmed Councils requirement to further reduce the dam level from 60% to 30% and then maintain it at that level *“To improve the stability of the eastern embankment”*. – **Implemented by Council on Tuesday 13 October 2020 with assistance from FRNSW.**

- confirmed Council's decision to consult the community - **implemented by Council on Tuesday 13 October 2020 through a town hall meeting, door knocks and social media.**
- recommended to develop an emergency safety plan including responses by the dam operators – **evacuation plan 75% complete and emergency safety plan in progress**
- recommended daily monitoring of the embankment condition – **Council continues to inspect visually on a daily basis and monitor with electronic instrumentation**

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The cost to rebuild or repair the existing dam is currently been developed with relevant state authorities.

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

General Manager - 19 November 2020

ITEM 14.3 **Crookwell Pool - Update**

FILE REFERENCE **I20/491**

AUTHOR **General Manager**

ISSUE

To provide Council with a status update on the Crookwell Pool project.

RECOMMENDATION That Council -

1. Council receives and notes this report as information

BACKGROUND

At the July 2020 Ordinary Council meeting Council resolved to build a new pool complex at Crookwell. Council resolved to seek funding from the State and Federal Government's to realise this project.

REPORT

Progress to date is as follows since Council's last update in September.

- 21/09/2020 Conrad Gargett notified as the successful tenderer.
- 23/09/2020 MAAC Internal – Funding option discussion
- 25/09/2020 MAAC Internal - Start-Up Workshop
- 28/09/2020 MAAC Internal – General catch-up on progress
- 1/10/2020 First Design workshop with Conrad Gargett team including site visit to Upper Lachlan Shire Council, viewing of Crookwell Pool and Coleman Park.
- 12/10/2020 MAAC Internal workshop with ULSC staff on potential design concepts from Conrad Gargett. Including pedestrian traffic flows, draft vehicle traffic plan, integration of buildings and activities.
- 16/10/2020 MAAC Internal – General catch-up on progress
- 22/10/2020 RDASI Briefing with ULSC.
- 28/10/2020 Second workshop with Conrad Gargett and ULSC.

General Manager

CROOKWELL POOL - UPDATE cont'd

- 29/10/2020 MAAC Internal – Feedback for presented draft in readiness for community consultation in November / December.
- 5/11/2020 Survey Company engaged to undertake consolidation of site lots and discussion with Crown Lands.

In December community consultation will commence prior to detailed plans and costings.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That Council -

1. Council receives and notes this report as information

ATTACHMENTS

Nil

General Manager - 19 November 2020

ITEM 14.4 **Gunning District Association Grant Support**

FILE REFERENCE **I20/501**

AUTHOR **General Manager**

ISSUE

To provide Council with an update on current requests from Gunning District Association in relation to grant support.

RECOMMENDATION That –

1. Council receives and notes the letter from Gunning District Association dated 4 November 2020.
2. Council provides in principle support for Gunning District Association applying for grants for projects mentioned in the attached letter on Council.
3. Gunning District Association supply Council with detailed budget and scope for each grant application to be approved by the Infrastructure Department prior to Council support.

BACKGROUND

Gunning District Association have approached Council for letters of support when applying for various grant applications.

REPORT

Gunning District Association provided a letter to Council on Wednesday 4 November 2020 outlining their requests. Council has previously provided in principle support to a number of applications the association has applied for and the following are yet to receive official support from Council:

- Construction of Binda Outdoor Gym
- Installation of shade sails for playgrounds/outdoor gyms in Binda, Collector, Crookwell, Dalton, Gunning, Taralga & Tuena
- Installation of lighting for outdoor gyms in Collector, Dalton, Gunning and Taralga

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council receives and notes the letter from Gunning District Association dated 4 November 2020.
2. Council provides in principle support for Gunning District Association applying for grants for projects mentioned in the attached letter on Council.
3. Gunning District Association supply Council with detailed budget and scope for each grant application to be approved by the Infrastructure Department prior to Council support.

ATTACHMENTS

1. 	Gunning District Association - Letter to Councillors Active Villages 3 - 4 November 2020	Attachment
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Gunning District Association
C/- 34 Collector Road,
Gunning NSW 2581

4 November 2020

Dear Upper Lachlan Shire Councillors;

Re: Active Villages 3 Project

Dear Councillors,

Gunning District Association (GDA) has been speaking with the General Manager and her team about Council support for our Active Villages 3 Project (see over page for inclusions and letters of community support).

Of the project deliverables outlined for the Active Villages 3 and Inclusive Playspace projects:

- A. The following have previously received in principle Council support:
- Gunning Skatepark Lighting (council resolution 281/18)
 - Dalton Tennis Court Lighting (previous letters of support provided by ULSC)
 - Bigga Outdoor Dining (previous letters of support provided by ULSC)
- B. The following are yet to receive official support:
- Binda Outdoor Gym
 - Lighting for Outdoor gyms in Collector, Dalton, Gunning, Taralga,
 - Shade sails for playgrounds/outdoor gyms in Binda, Collector, Crookwell, Dalton, Gunning, Taralga & Tuena

Given some of the project deliverables have been received in principle support and some have not, and that the General Manager has suggested we table this at a Council meeting, we are asking Councillors to consider:

Proposed motion: that Council provide in principle support for the lighting, shade sails, outdoor gym and outdoor dining deliverables proposed in Gunning District Association's Active Villages 3 Project

GDA requires this in principle support for the Active Villages 3 to apply for grants and to seek Council letters of support (including permission and DA waivers). For instance, we intend to submit elements of this project consideration under the NSW Local Economic Recovery Fund grant closing 11 Dec 2020.

Note: we are not asking Council to fund these projects (although many of them were submitted under the deferred Operational Planning Process) but to provide support so we can seek grants as community groups.

Providing support for this project will demonstrate to residents Council's commitment to support the development of public spaces in all villages across the Shire.

Thankyou for taking the time to review this request and we look forward to your favourable response.

Yours sincerely,
Gavin Douglas
GDA Secretary
Ph: 0423 245 470

Attachments

- Active Villages 3 Deliverables
- Letter of Support: Collector Oval Committee
- Letter of Support: Binda Progress Association
- Letter of Support: Taralga Progress Association
- Letter of Support: New Dalton District Association
- Letter of Support: Bigga Progress Association

Active Villages 3 Project Deliverables

The Active Villages 3 project will see the addition of shade cover and lighting for parks in all corners of Upper Lachlan Shire, as well as an outdoor Gym for Binda and an outdoor dining area for Bigga - two villages that did not received the amenities under Active Villages 1. The project would encourage visitors to these areas.

The following deliverables (supply and install) are planned for the Active Villages 3 project:

Bigga

1 x Bigga Rec Outdoor Dining Area

(The project plan for this has previously been provided to Council and includes 21sqm of concrete, 2 picnic tables and a fire pit. Note: Bigga Progress Association members said they do not need an outdoor gym)

Binda

1 x outdoor gym (similar in size to Dalton)

2 x shade sails (Rec Reserve playground and outdoor gym)

Collector

2 x shade sails (Oval playground and outdoor gym)

1 x outdoor gym lighting

Crookwell

1 x shade sail (Apex Park)

1 x shade sail (outdoor gym)

Dalton

2 x shade sails (Corner Park playground + outdoor gym)

1 x tennis court lighting

1 x outdoor gym lighting

Gunning

2 x shade sails (Barbour Park playground and baby swing)

1 x shade sail (outdoor gym)

1 x footpath lighting

1 x outdoor gym lighting

1 x skate park lighting

Taralga

2 x shade sails (outdoor gym at Goodhew Park and playground tbc)

1 x skate park lighting

1 x outdoor gym lighting

Tuena

1 x shade sail (playground)

Note: all shade sails are assumed at 8mx8m snow loading shade sails - this would need to be refined if project progresses to scoping phase). Contingency costs would allow for this.

The shade sails for playgrounds have been included in the most recent submission for the Operational Planning Process to Council, however, since this time there has been a need identified for shade sails and lighting at the outdoor gyms as well (note: the gyms were not open at the close of submissions).

The lighting is a new generation of lighting that remains dim until someone crosses its sensor, is angled in such a way that it does not provide light pollution for the rest of the village and switches off after a set time period so it is not on all night. There will also be time for additional community consultation prior to funding being achieved.



Gunning District Association <gunningdistrictassociation@gmail.com>

Shade sail and lighting project

1 message

Gary Poile <gary.poile@member.ses.nsw.gov.au>

Tue, Nov 3, 2020 at 9:18 PM

To: "gunningdistrictassociation@gmail.com" <gunningdistrictassociation@gmail.com>

Dear Gunning District Association,

Thankyou for the information regarding a potential project to install shade sails and lighting for the outdoor gym in Collector.

Collector Oval Committee has recently discussed similar projects and has previously applied for funding for shade sails for the playground. We would therefore welcome any support in obtaining these items for Collector and support any grant application that GDA is able to make for them.

This project will have great benefits to the residents of Collector who have been dealing with the effects of extended drought conditions.

I would like to congratulate the Gunning District Association on the initiative to seek funding for this project.

We wish you and your committee every success with the project and look forward to continuing to work together for the betterment of all our communities.

Yours Sincerely,
Gary Poile
Secretary
Collector Oval s355 Committee

Get Outlook for iOS



Gunning District Association
<gunningdistrictassociation@gmail.com>

Outdoor gym

lucy mcdonald <lm1ucymcd9@gmail.com>
To: gunningdistrictassociation@gmail.com

Tue, Nov 3, 2020 at 9:40 PM

Tha Binda Progress Association would like to put forward that they would support the construction of an outdoor gymnasium next to the existing playground equipment. We have been in contact with Gavin from the Gunning Progress Association and think this would be an important concept and asset for the Binda Recreation area. Parents and their children could be together in the same area or anyone that just wants to exercise and be outside at the same time would benefit greatly from this equipment. An extra benefit for this area would be shade sails to cover both sections and an excentive to be outdoor in the hotter months of the year. We at the the Binda Progress Association believe this would be an excellent and exciting asset to the village of Binda. We are also waiting an announcement from the State Government about an application for a grant to improve the existing tennis courts. The outdoor gymnasium and shade sails would greatly enhance this project

Looking forward to hearing from you

Lucia McDonald
Secretary
Binda Progress Association



Gunning District Association
<gunningdistrictassociation@gmail.com>

GDA Project Including Shade Sails and Lighting for Taralga

Gavin Douglas <gav.douglas@hotmail.com> Wed, Nov 4, 2020 at 9:41 PM
To: Gunning District Association <gunningdistrictassociation@gmail.com>

From: taralga.progress.association1@gmail.com <taralga.progress.association1@gmail.com>
Sent: Wednesday, 4 November 2020 5:41 PM
To: 'Gavin Douglas' <gav.douglas@hotmail.com>
Cc: 'Don McKay' <thecodgers1@gmail.com>; cossietaralga@gmail.com <cossietaralga@gmail.com>; 'Prue Burfitt' <prueburfitt@westnet.com.au>
Subject: RE: GDA Project Including Shade Sails and Lighting for Taralga

Hi Gavin

On behalf of the Taralga Progress Association members, we fully support your request for support in principle for the items you are requesting for Taralga in your grant application.

- Shade sails for the playground and outdoor gym, which is required to ensure safety of children/people using the equipment
- Solar lighting for the skate ramps in the park
- Solar lighting for the outdoor gym

We wish you well with your application and thank you for your pro-active approach including the villages within the Upper Lachlan Shire .

Sincerely,
Prue Burfitt
Secretary

New Dalton District & Community Association Inc.
Gunning Street
DALTON NSW 2581

28 April 2020

To whom it may concern

Re: Application for funding for solar lighting in local parks

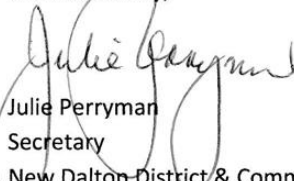
The New Dalton District & Community Association Inc. is in full support of the application by the Gunning Community Association for grant funding of proposed solar lighting installations in the local district parks. Over the past few years our Association has been gradually working at improving facilities at Oolong Park, which is located on the Oolong Creek, in the centre of our town. We have held several community working bees to clean up weeds and plant trees. Improvements have been made with the addition of improved play equipment, a bubbler and some refurbishment of the tennis court. With the improvements, we have seen a steady increase in the number of people using the park.

Recently an outdoor gym was installed which vastly enhanced the usability of Oolong Park by a wider range of people in our community. This equipment as of great benefit to the health and welfare of our local people and we believe that the addition of lighting around this facility will expand its accessibility for use during the evening; particularly beneficial to our locals who travel away from town for work during the day. As our gym equipment was only installed in late February, just prior to social distancing measures for Covid-19, we have been unable to accurately gauge to date the exact usage rate for this equipment. However, prior to lockdown, many locals were seen enthusiastically using the equipment during daylight hours. Oolong Park's other facilities: tennis court, bbq and swing sets are used regularly by groups of locals, especially families with children. There are plans in place to include a skateboard facility at the park for our youth, and the addition of lighting would enhance usage of this, too, particularly as a number of our youth have to travel long distances for schooling and would not be able to use the park during winter through the week unless lighting is installed.

Prior to Covid-19 restrictions, Oolong Park had been a gathering place for large groups of locals (up to 40 people at a time) on weekends, since our local pub had closed down in January. Due to its central location, Oolong Park provides a relaxed setting for town people to catch up and enjoy a social outing and barbecue. Dalton had also recently seen a steady increase in the number of campers using the facilities at Oolong Park. Over the Christmas holidays, and prior to CV19 restrictions, it was occupied by campers most weeks. Solar lighting would improve safety for both local users and campers at the park, as presently, the toilet amenities and bbq facilities at the park have no lighting.

The installation of lighting at the Park would be helpful from a security viewpoint and act as a deterrent to potential vandalism of the new gym equipment and other facilities at the park. Solar lighting would seem to be the most practical option in the long term as, once installed, it would be virtually cost free to run and require minimal maintenance.

Yours Sincerely,



Julie Perryman
Secretary

New Dalton District & Community Association Inc.

0421900015 ionajulz@gmail.com

Bigga Progress Association
Community Volunteers Since 1896

15th July, 2019

The Foundation for Rural and Regional Renewal,

On behalf of the Bigga Progress Association and community of Bigga, I wish to express our support for the application for funding for an outdoor kitchen area at the Bigga Recreation Ground.

After this year's Anzac Day Service at Bigga I took the opportunity to speak to many locals about the proposed idea which was met with much enthusiasm. I also spoke to locals who attended the Bigga Fishing Club Fishing Competition held at the end of April at Grabine State Park with the same response.

The Bigga Progress Association had proposed the idea to give campers more facilities at the camp ground but it was pointed out to me that it would also be a very popular facility for locals as well i.e. picnics, children's birthday parties etc.

The Bigga Progress Association opened the Recreation Ground as a free camping ground about 4 ½ years ago. The Amenities was upgraded with volunteer labour and materials funded by the BPA. My husband and I maintained the park (approximately 4 acres) cleaning the amenities, mowing, pumping water from bore to tank and removing rubbish for the first few years. The last six months a roster was drawn up for the cleaning of the amenities. When we had a Caravan Club booking we would hold a working bee with many volunteers attending. 2 years ago the Council took over maintaining the ground. In 2018 we were successful in obtaining a grant to have a new septic tank and dump point put in.

The camp ground has become more popular over time and to have outdoor covered seating and a fire pit/grill for cooking would be a wonderful addition to the camp ground for both tourists, and as pointed out to me, locals alike.

Yours faithfully,



Anne Picker
Secretary

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports from Committees for the month of November	272
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Reports from Other Committees, Section 355 Committees and Delegates - 19 November 2020

ITEM 16.1

Reports from Committees for the month of November

RECOMMENDATION:

That Item 16.1 - [Minutes of Committee/Information] listed below be received:

1. Audit Risk and Improvement Committee – Minutes from meeting held 19 October 2020.
2. Crookwell II Windfarm Community Fund S355 Committee – Minutes – 20 October 2020.
3. Cullerin Range Windfarm Community Fund S355 Committee – 20 October 2020.
4. Crookwell Potato Festival – Minutes from meeting held 5 November 2020.
5. Breadalbane Community Hall Committee – Minutes from meeting held 25 October 2020.

ATTACHMENTS

1. ↓	Audit, Risk and Improvement Committee - 2020-10-19 - Minutes - Attachments	Attachment
2. ↓	Crookwell II Wind Farm Community Fund S355 Committee - Minutes - 20 October 2020	Attachment
3. ↓	Cullerin Range Wind Farm Community Fund S355 Committee - Minutes - 20 October 2020	Attachment
4. ↓	Crookwell Potato Festival - Minutes from meeting held 5 November 2020	Attachment
5. ↓	Breadalbane Community Hall Committee - Minutes from meeting held 25 October 2020	Attachment

PRESENT: Mr M Barlow (Chairperson), Cr P Culhane, Cr J Searl, Mr D Marshall (Community Representative) and Mr W Martin (Community Representative).

STAFF: Mr A Croke (Director of Finance and Administration), Mr J Pejic (Non-Voting) (Manager Risk, Audit and Improvement), Mr P Millett (Management Accountant) and Ms S Pearman (Administration Officer).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.32AM

Teleconferences:

Jarrold Lean and Mahesha Rubasinghe from Grant Thornton – 8.34am to 8.45am.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Ms C Worthy.

RESOLVED by Cr Searl and Cr Culhane that the apology be received and a leave of absence granted.

- CARRIED

Cr Wheelwright was absent from meeting

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Marshall and Mr Martin

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 29 July 2020 be adopted.

- CARRIED

SECTION 4: REPORTS

**ITEM 4.1 GRANT THORNTON - INTERNAL AUDIT OF COUNCIL RISK
MANAGEMENT FRAMEWORK**

RESOLVED by Cr Searl and Mr Martin

1. The Risk Management Framework internal audit report from Grant Thornton is received as information and Council management responses endorsed by the Committee.

- CARRIED

ITEM 4.2 INVESTMENTS FOR THE MONTH OF SEPTEMBER 2020

RESOLVED by Cr Searl and Mr Martin

1. The report on Council investment portfolio is received and noted as information.

- CARRIED

ITEM 4.3 2019/2020 FINANCIAL STATEMENTS

RESOLVED by Cr Searl and Mr Marshall

1. The 2019/2020 Council Financial Statements are received and endorsed by the Audit, Risk and Improvement Committee for the independent audit by the Audit Office NSW.

- CARRIED

**ITEM 4.4 NSW AUDIT OFFICE - GOVERNANCE AND INTERNAL CONTROLS
OVER LOCAL INFRASTRUCTURE CONTRIBUTIONS**

RESOLVED by Cr Searl and Mr Martin

1. The NSW Audit Office report on Governance and internal controls over local infrastructure contributions is received and information noted.

- CARRIED

Cr Culhane left meeting the time being 9.29am.

ITEM 4.5 CHAIRPERSON REPORT

RESOLVED by Mr Barlow and Cr Searl

1. The Committee Chairperson's Report is received and information noted.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 9.37AM

Minutes confirmed 16 DECEMBER 2020

.....
Chairperson

PRESENT: Clr John Stafford (Upper Lachlan Shire Council), Ms Colleen Worthy (Upper Lachlan Shire Council) and Ms Melissa Kilkelly (Global Power Group – Crookwell II Wind Farm).

NON VOTING: Mrs Tina Dodson (Director of Environment and Planning)

1. WELCOME

The Mayor opened the meeting the time being 2.35pm and welcomed those present.

2. APOLOGIES

Nil

3. DECLARATIONS OF INTEREST

Nil

4. DRAFT COMMUNITY ENHANCEMENT CHARTER

4.1 RECOMMENDED: The Crookwell II Wind Farm Community Enhancement Program Committee Charter be adopted.

Moved:John Stafford **Seconded:** Melissa Kilkelly

5. PRIORITISATION OF PROJECT SUBMISSIONS FOR 2020/2021 – FUNDING \$123,280.12

5.1 RECOMMENDED: The projects listed below be awarded funds as follows

Moved:John Stafford **Seconded:** Melissa Kilkelly

	<i>PROJECT</i>	<i>AMOUNT</i>
1	Kiamma Creek Landcare Group	\$17,750.00
2	Crookwell Community Men's Shed	\$8,000.00
3	Crookwell Heritage Railway	\$1,500.00
4	Crookwell Golf Course	\$3,000.00
5	Upper Lachlan Landcare Inc	\$5,280.00
6	Crookwell / Taralga Aged Care	\$2,790.00
7	Crookwell Potato Festival	\$6,000.00
8	Crookwell High School	\$24,272.12
9	Anglican Parish of Crookwell	\$38,988.00
10	Oolong Rural Fire Brigade	\$1,000.00
11	Goulburn Crookwell Heritage Railway Inc	\$14,700.00
	TOTAL	\$123,280.12

6. GENERAL BUSINESS

Nil

Meeting closed the time being 3.02 pm.

PRESENT: Clr John Stafford (Upper Lachlan Shire Council), Mr Michael Coley (Community Representative), Mrs Jo Boyce (Community Representative) Mrs Rachael Foley (EDL Representative) and Mrs Colleen Worthy (Upper Lachlan Shire Council)

NON-VOTING: Mr Geoff Lloyd, Ms Vivian Lim (EDL) and Mrs Tina Dodson (Upper Lachlan Shire Council).

1. WELCOME

Meeting Opened 9.38 am

2. APOLOGIES

Nil

3. DECLARATIONS OF INTEREST

Mr Michael Coley advised he holds a position on the Gunning District Association, Gunning Historical Society and Gunning District Community and Health Service Inc, he will participate in debate and will not vote.

Mrs Rachael Foley advised that she is a (non-executive) member of the Gunning District Community and Health Service Inc committee.

Mr Geoff Lloyd – Is a member of the Oolong Rural Fire Brigade. Mr Lloyd is a non-voting member.

4. MINUTES OF THE MEETING HELD 4 JUNE 2019

4.1 RECOMMENDED that the minutes of the meeting held 4 June 2019 be adopted.

Moved: Michael Coley **Seconded:** John Stafford

5. PRIORITISATION OF PROJECT SUBMISSIONS RECEIVED FOR 2020/2021

5.1 RECOMMENDED that the Projects and amounts listed below be granted funding in the 2020/21 round of grant funding totalling \$44,012.82 (GST inc) on the basis that the projects will be completed and fully acquitted by 30 June 2021.

NO	ORGANISATION	AMOUNT
1.	Gunning District Association Inc (Dalton Tennis Club Project)	\$10,195.00
2.	Gunning Pony Club	\$1,014.00
3.	Gunning District Historical Society	\$2,182.90
4.	Daltons Dingo Cricket Club	\$5,000.00

5.	Music Theatre Projects Ltd	\$1,500.00
6.	Lions Club of Gunning	\$8,000.00
7.	Gunning District Community and Health Service Inc	\$12,355.00
8.	Gunning District tennis Association	\$1,415.92
9.	Oolong Rural Fire Brigade	\$2,350.00
	TOTAL (GST inc)	\$44,012.82

Moved: John Stafford and Rachael Foley.

Note: Mrs Rachael Foley was not in the room during discussions relating to the Gunning and District Community and Health Service Inc application.

6. General Business

General Note: Future agendas for Mrs Rachael Foley to be collected from Gunning Council Offices.

Meeting closed 10.48 am.

CROOKWELL POTATO FESTIVAL COMMITTEE
c/o TOURIST INFORMATION CENTRE
CROOKWELL

Thursday 5 November, 2020

Re; Annual General Meeting 2020

Dear Ms. Worthy

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
- 6 NOV 2020
File No:

Please find enclosed a number of attachments relating to the Crookwell Potato Festival Annual General Meeting 2020.

We have three (3) long time and hard working members resigning from the committee.
Joyce Edwards, who was chairperson for many years. (Letter enclosed)
Beverly Houterman, who was treasurer for many years.
Darian Cameron, who was a staunch committee member and previous secretary. (Letter enclosed)

The committee would like to request that some form of recognition be presented to them from council for their long, volunteer service to the community.

The committee would also like to take this opportunity to thank ex councillor Ric Opie for all the help and enthusiasm he has offered during his tenure.

The committee has received five (5) new applications for community representatives on the committee. (Letters enclosed)

Should council endorse these nominations the committee would be most grateful to have this ratified by our next meeting, Monday 23 November, 2020 at 2pm.

The committee would also like to thank Andrew Warren and Paul Millett for the extraordinary help and assistance given to us.

Thank you for your consideration in these matters.

Mandy McDonald

Chairperson



**CROOKWELL POTATO FESTIVAL COMMITTEE
ANNUAL GENERAL MEETING
THURSDAY 5 NOVEMBER 2020
TOURISM INFORMATION CENTRE
2 PM**

Open 2pm

Present

Darian Cameron, Paul Culhane, Beverly Houterman, Pam Kensit, Sandy Martin, Mandy McDonald, Andrew Warren, Kathy Potts, Margie Carr

Welcome

In the absence of the chairperson, the secretary welcomed all present, particularly our two new council representatives, Paul Culhane and Pam Kensit.

Apologies

Mike Walsh

Minutes of Previous AGM be accepted.

Moved; Mandy McDonald

Seconded; Sandy Martin

Carried unanimously.

Reports

Secretary ;Resignation letter from Joyce Edwards. Resignation letter from Darian Cameron.

Treasurer: Auditors report from council. Closing balance \$21,869.44

Moved accepted Beverly Houterman

Seconded, Sandy Martin

Carried unanimously.

Beverly Houterman resigned from the committee after delivering her report.

All Positions Declared Vacant.

Returning Officer, Margie Carr, chair Crookwell District Art Gallery, to take the chair.

Election of Office Bearers

Chairperson, secretary, treasurer. Elected unopposed.

Newly elected committee convened.

Chairperson. Mandy McDonald

Secretary. Sandy Martin

Treasurer. Andrew Warren

Council reps. Paul Culhane, Pam Kensit

Council Support Staff Representative, Andrew Warren

Community member, Mike Walsh

Application for five (5) new community members;

Jean Daly

Belinda Foley

Robyn Ford

Kathy Potts

Bev Wallace

Unanimously approved.

Confirmation of signatories for bank accounts.

Mandy McDonald, Sandy Martin and Andrew Warren

Thanks given to all past, present and future members.

Close 2.25pm

It is recommended to council that the above appointments for the 2020/2021 Crookwell Potato Festival Committee be endorsed.

Signed as a true and accurate record; _____ date _____

Crookwell Potato Festival**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 2020****1. STATEMENT OF ACCOUNTING POLICIES****a) The Entity**

These financial statements are a special purpose financial statement prepared in order to provide accounts which satisfy the requirements of the Local Government Act 1993, as the **Crookwell Potato Festival** is a Section 355 Committee of Council.

b) Compliance

The financial statements generally comply with the applicable Australian Accounting Standards, Australian Equivalents to International Financial Reporting Standards and professional pronouncements.

c) Basis

The financial reports have been prepared on the cash basis of accounting and in accordance with the historical cost convention.

d) Depreciation of Non-current assets

There are no depreciable assets recorded at this point in time.

e) Scope

I have audited the Financial Statements of the **Crookwell Potato Festival** for the twelve months ended 30th June 2020. No investigation or verification to the levels of internal controls of the Committee is expressed. The implementation and improvement of internal controls is the responsibility of the Committee.

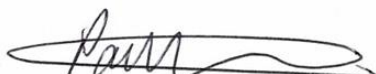
2. AUDIT OPINION

- a) In my opinion the Financial Statements fairly present the position of the The Crookwell Potato Festival as at the 30th June 2020 and the results of the operations for the year then ended. However, please note that the financial records provided are incomplete and this has impacted on Council's ability to substantiate some aspects of the committee's accounts.

Notes/Concerns:

We would recommend the following processes be implemented:

1. Unsubstantiated cash expenditure is excessive and the committee/treasurer must ensure all expenditure items are supported by an invoice for audit purposes; including re-imbursements to committee members
2. receipts be issued for income items, particularly cash deposits to enable easy identification of payments; reconciling deposits proved difficult with the level of information provided;
3. Petty cash invoices are collected so expenditure can be allocated against expenditure types.
4. Confirmation that any un-presented cheques have now been stopped/cancelled.



Mr Paul Millett
Chief Financial Officer
Upper Lachlan Shire Council
2 November 2020

Crookwell Potato Festival**INCOME STATEMENT****FOR THE YEAR ENDED 30TH JUNE 2020**

	2020	2019
	\$	\$
<u>Income</u>		
Gate Admission	-	6,730.00
Merchandise Sales - Shop	1,066.33	1,408.08
Merchandise Sales - Festival	-	7,758.03
Raffle takings	813.16	1,306.63
Sponsorship	500.00	4,400.00
Stallholder Fees	131.00	6,598.23
	<u>2,510.49</u>	<u>28,200.97</u>
<u>Expenditure</u>		
Advertising	2,200.00	9,741.90
Bank Fees	128.33	142.50
Catering	-	246.00
Festival Expenses	80.00	9,425.04
Float	-	3,620.00
Memberships & Fees	181.00	4,089.00
Merchandise	-	195.80
Postage/ Printing/ Stationery/ Misc/Sundry	1,645.00	756.88
Refund	500.00	-
	<u>4,734.33</u>	<u>28,217.12</u>
NET OPERATING PROFIT /(LOSS) AT 30TH JUNE 2020	<u>(2,223.84)</u>	<u>(16.15)</u>
Retained Surplus-Beginning of Year	<u>21,869.44</u>	<u>21,885.59</u>
UNAPPROPRIATED PROFIT AT 30TH JUNE 2020	<u>19,645.60</u>	<u>21,869.44</u>

Crookwell Potato Festival**BANK RECONCILIATION AS AT 30TH JUNE 2020****Bank Name** Cheque Account 10120749**Bank account number**

Crookwell Potato Festival

Cash Book Summary

	2020	2019
	\$	\$
Bank Statement Balance B/Fwd 1/7/2019	22,138.94	22,155.09
Less: Unpresented Cheques	(269.50)	(269.50)
Plus Outstanding Deposits		
Opening Cashbook Balance 1/07/2019	21,869.44	21,885.59
Plus: 2019/2020 Income	2,510.49	28,200.97
Less: 2019/2020 Expenditure	(4,734.33)	(28,217.12)
Less: Capital Acq		
Add: TD withdrawal		
Closing Cashbook Balance 30/06/2020	19,645.60	21,869.44
Bank Statement Balance 30/6/2020	19,915.10	22,138.94
Less: Unpresented Cheques	(269.50)	(269.50)
Plus Outstanding Deposits		
Closing Cashbook Balance 30/06/2020	19,645.60	21,869.44
Increase/(Decrease)	(2,223.84)	(16.15)

Crookwell Potato Festival**STATEMENT OF FINANCIAL POSITION****AS AT 30TH JUNE 2020**

	2020 \$	2019 \$
<u>CURRENT ASSETS</u>		
Cash on hand		
Cash at Bank	19,645.60	21,869.44
Investments		
Sundry Debtors		
Stock on Hand		
Total Current Assets	<u>19,645.60</u>	<u>21,869.44</u>
<u>NON CURRENT ASSETS</u>		
Total Non-Current Assets	<u> </u>	<u> </u>
TOTAL ASSETS	<u>19,645.60</u>	<u>21,869.44</u>
<u>CURRENT LIABILITIES</u>		
Outstanding Cheques	<u> </u>	<u> </u>
Total Current Liabilities	<u> </u>	<u> </u>
<u>NON CURRENT LIABILITIES</u>		
Total Non-Current Liabilities	<u> </u>	<u> </u>
TOTAL LIABILITIES	<u> </u>	<u> </u>
<u>NET ASSETS</u>	<u>19,645.60</u>	<u>21,869.44</u>
<u>EQUITY</u>		
Opening Balance	21,869.44	21,885.59
Net Operating Result for the Year	(2,223.84)	(16.15)
TOTAL EQUITY	<u>19,645.60</u>	<u>21,869.44</u>

Crookwell Potato Festival Committee AGM

Date & time	September/October 2019
Venue	3 Churchill Street Crookwell
Attended	<ul style="list-style-type: none"> • Joyce Edwards (Chair) • Darian Cameron (Secretary) • Andrew Warren • Sandy Martin • Marcus Kollakides • Jan Pont • Ric Opie • Mandy McDonald

• **Apologies:**

Ric Opie, Pam Kensit, Mike Walsh, Beverly Houterman (Treasurer)

Note: The 2019 AGM of the Potato Festival Committee was held over two committee meetings in September and October 2019.

• **Report from Chair:**

- Chair noted that although the weather was only slightly better than the previous year, the 2019 potato festival was an overall success.
- The festival continues to receive valued support from sponsors, volunteers and visitors. The number of stall holders had noticeably increased over the last two years.
- Guests of honour – The Deputy Head of Mission from the Irish Embassy, Mr Eamonn Robinson and his wife Sara Milne – joined in the festival with good humour and had a good time indicating they would like to return.
- Chair thanked all committee members for their hard work.
- Jan Pont has noted she will be retiring from the committee.

• **Treasurer's report:**

- Balance of accounts was tabled with the balance standing at \$22,148.94.
- Final audit and documents are being prepared for submission to Council in December.

• **Election of office bearers:**

All positions declared vacant.

Nominations/Election of position holders then followed:

- Community members: Joyce Edwards, Beverley Houterman, Marcus Kollakides, Mike Walsh, Sandy Martin, and Darian Cameron.
- Council representatives: Pam Kensit and Richard Opie.
- Council support staff representative: Andrew Warren.
- Executive appointments: Chair – Joyce Edwards; Treasurer – Beverley Houterman; Secretary – Darian Cameron. All elected unopposed.

It is recommended to council that the above appointments for 2019/20 Potato Festival Committee be endorsed.

Signed as a true and accurate record: Mandy McDonald Date: 5-11-20

5th November 2020

The Secretary,

Crookwell Potato Festival

My name is Kathy Potts, I would like to express my interest in becoming involved with the Potato Festival – Festivals such as this in my opinion are a vital and beneficial part of this community. The heritage of this wonderful town and surrounding Villages is something to treasure, I would be honoured to be considered as part of the working committee.

I am a small business owner and I moved to Laggan just over 3 years ago and have fallen in love with the Towns and Villages down here

Kind Regards



Kathy Potts

(Trophies and More Online)

Mob 0412742170

4th November 2020

To whom it may concern,

I am a local producer of meat, wool and honey and have been a resident of the Crookwell area for 12 years.

I have been attending the Crookwell Potato Festival for several years and value the work they do for the community. I would like to be considered for a position on the committee.

Thankyou



Belinda Foley

Ph 0247203366 or 48362114

257 Lost River Rd, Crookwell 2583

belinda_foley@iinet.net.au

213 Goulburn St, Crookwell, NSW 2583

0409045505

beverley.wallace56@gmail.com

To whom it may concern,

My name is Beverly Wallace, I was born in England, grew up in Canberra, lived and worked there until I retired in 2016.

I moved to Crookwell for a quieter life and to enjoy the many benefits of this town.

My interests have always been the arts, hospitality, and I have a strong sense of social justice.

I have only ever worked in private enterprise and have had three successful food businesses. A catering business called Beverley's Bocconcini, a busy café the 'WildBerry', and my former partner and I had 'Happy Pastures' which was a busy high end organic meat business.

I was invited to work at a women's rehabilitation centre in rural NSW. My job is to teach nutrition, cooking, budgeting, gardening, cleaning and animal care. I work there from Wednesday to Saturday, weekly.

Crookwell has many attractive experiences to offer, not only to local residents but also to visitors. I believe I can bring my culinary, business, and social skills to the potato festival committee to promote our town, our produce and interest in the humble spud.

Yours Sincerely,

Beverley Wallace.

Robin Ford

Jean Dally

19 Laggan Road

LAGGAN, NSW, 2583

0413 306 131, 0411 318 193

4 November, 2020

The Secretary

Crookwell Potato Festival Committee

CROOKWELL, NSW, 2583

Request to join the Crookwell Potato Festival Committee

Dear Secretary

My name is Robin Ford. My sister Jean Dally and I are interested in joining the Committee for the Crookwell Potato Festival. We both reside at 19 Laggan Road, Laggan, and have an interest in community activities.

I am the inaugural President and current President of the Zonta Club of Goulburn. Zonta is a global Organisation of professional women empowering women and girls locally and internationally through service and advocacy. Zonta International is proudly non-partisan and non-sectarian, with members from a diverse range of cultures and working roles. Jean is Lieutenant Governor of Zonta District 24 (which covers Western Sydney, Central and Southern NSW and the ACT). Jean is also Secretary of the Laggan and District Progress Association and Show Secretary of the Collie Club of NSW.

I am a substantive Head Teacher of Literacy and English as a Second Language at Campbelltown TAFE, however I now coordinate TAFE vocational Training for Correctional Centres in the Sydney and South Regions. Jean is Regional Support Manager for Corrective Services for the South Region.

Whilst we have only lived in Laggan for 3 years, we are both interested in community activities that foster community spirit and benefit that community. Subsequently, we would like to volunteer our assistance and join the committee of the Crookwell Potato Festival (if you feel we may be of assistance).

For your consideration

Sincerely

Robin and Jean



Letter Supporting request to Join Committee for the Crookwell Potato Festival

1 message

Robin Ford (Robin.ford) <Robin.Ford@tafensw.edu.au>
To: mandy2583@gmail.com <mandy2583@gmail.com>

Wed, 4 Nov. 2020 at 21:56

Hi Mandy

attached is a letter requesting approval to join the Committee for the Crookwell Potato Festival. Unfortunately, both Jean and I are working tomorrow and unable to attend the meeting

Kind regards

Robin Ford

Training Coordinator - Corrective Services Education & Training Team

T +61 2 4823 1883 | M +61 413 306 131

E robin.ford@tafensw.edu.au**TAFE NSW GOULBURN CAMPUS**

Corner Verner and View St, Goulburn NSW 2580

tafensw.edu.au

TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to the Elders; past, present and emerging of all Nations.

***** The contents of this email and its attachments are confidential and intended solely for the use of the individual or entity to whom they are addressed. *****

1634 Wheeo Road
Wheeo NSW 2583
4 November 2020

Secretary,
Crookwell Potato Festival Committee

Please forward to
Upper Lachlan Shire Council
44 Spring Street
Crookwell NSW 2583

Dear Secretary/Council,

I hereby submit this letter as notice of my resignation from the Crookwell Potato Festival Committee, to take effect on 5 November 2020.

I have very much enjoyed my 3 years on the committee working with an enthusiastic, hard working group to provide a successful event for the community and in raising funds.

I wish the committee well for the future.

Kind regards



Darian Cameron

Thursday 15th Oct 2020

Ms. Mandy McDonald
Secretary
Crookwell Potato Festival

Dear Mandy.

I hereby offer my resignation
as Chairman, Crookwell Potato
Festival effective from the
Festival AGM, due to ill health.
Over the period as Chairman
I have seen the Festival grow
& develop from being held in
the Park, the 2010 now the
Crookwell Showground it has
been a great experience to be
involved in the Festival
I thank Festival Committee

members for their contribution
over the years & also thank them
for their support they have
given me over the years.

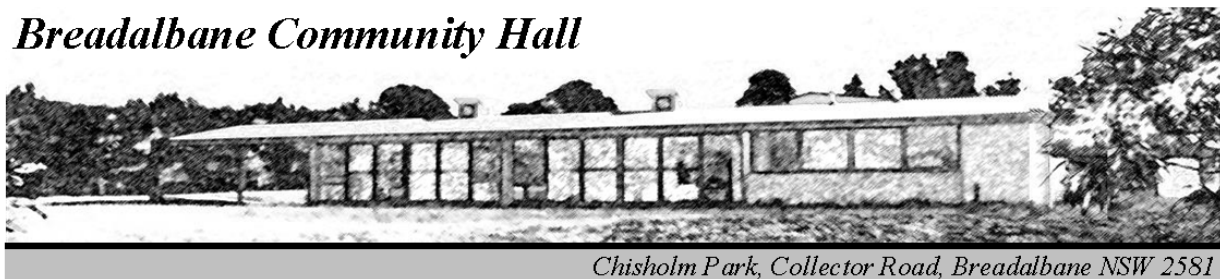
You are a great committee.

I wish the incoming
Committee all the success for
the future & hope that the
Festival is a major Crookwell
event.

If I can be of any assistance
in the future please contact
me.

Yours Sincerely
Jayal Edwards

Breadalbane Community Hall



Breadalbane Hall General Meeting

Sunday 25th October, 2020 commenced 4.00pm

Minutes

1. Present: John Searle, Sally McLean, Christine McLean, Marion Schumacher, Libby Webster, Vanessa Edwards, Sue Morrison, Tony Morrison & Gayle White
Apologies: Jenny Bell, Rod Edwards, Ingrid Schumacher, Sylvie Hayles
2. Minutes from 30th August, 2020 General Meeting were read and endorsed unanimously
3. **Treasurer's Report**

IMB Everyday Cheque Account No. 20051579	Balance \$ 1,885.77
Investment Account No. 200809838	\$11,425.31
Rewards Account No. 2006388492	\$ 50.22
Money Deposited From Yoga & Book Club	\$ 171.45
Total:	\$13, 532.75

4. **Correspondence**

- Thank you to RFFF for the \$5000
- ULSC Re: 2020 - 2021 Operational Plan

5. **General Business**

- i) Hall Acoustics have been completed and acquittal done. Everyone present commented on the improvement of sound and also the appearance of the acoustic panels.
- ii) RFFF \$5,000 received by ULSC - purchase is in progress. Sally has an updated quote which is \$200 more for SWOOD 500. Sally is also obtaining updated quotes from our plumber and electrician for the installation.
- iii) The remaining Pergola blinds have now been installed.

2018 Chairman: Sally McLean p: 02 4844 2211

2018 Treasurer: Christine McLean p: 02 4845 1323

2018 Hall Manager: Vanessa Edwards p: 02 4844 2285

Breadalbane Community Hall



Breadalbane Hall General Meeting

Sunday 25th October, 2020 commenced 4.00pm

General Business continued ..

iv) **Memorial wall Plaque/s** - The content confirmation is nearly completed. Tony volunteered to check for a particular maiden name and also details for a local Vietnam soldier. Sally continuing her investigations and hoping to finalise everything for Anzac Day 2021.

v) **Access wedges For Doors** - ULSC letter informing us that our submission regarding the access wedges has now been deferred and automatically included in their 2021 - 2022 Operational Plan. Chrissie suggested applying to Gullen Range Windfarm for money to convert our front door and the wedges for disability access. Sally will obtain a quote from the builder so we are ready when applications open for the Gullen Range Windfarm funding.

vi) Sally now has the keys for the noticeboard but they do not work. The meeting felt that locks are not required in our community. John is going to approach Council and ask for the one lock that is still there, to be removed.

Notices - Sally has made notices for Community Contacts and Hall Hire

vii) **Acoustic Panels** - Sally will check with the company to find out the Do's and Don'ts.

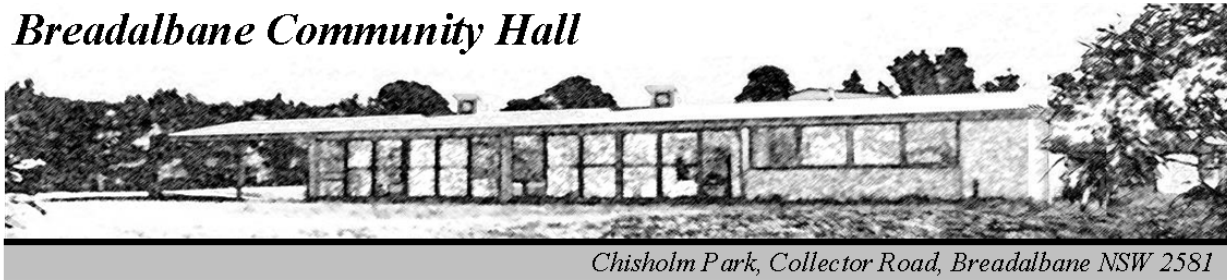
viii) **Community Justice** contacted Sally and their team will be at working at the hall on Saturday 14th November 2020.

2018 Chairman: Sally McLean p: 02 4844 2211

2018 Treasurer: Christine McLean p: 02 4845 1323

2018 Hall Manager: Vanessa Edwards p: 02 4844 2285

Breadalbane Community Hall



Breadalbane Hall General Meeting

Sunday 25th October, 2020 commenced 4.00pm

General Business continued ..

ix) Functions Plan With Covid Restrictions

At Vanessa's request, Sally checked COVID regulations. A plan has been completed and Sally sent to Vanessa and will send to ULSC. #0 people allowed in parks and 30 people allowed for hospitality.

Katie Dewar is ULSC person for COVID.

6. Other Business

- Gayle to write Thank You to RFFF for providing \$5,000 for our Dishwasher
- Chrissie has thanked Essential Energy for \$200
- Chrissie McLean has been elected to represent our community as a member of the Community Committee for Gullen Range Wind farm.

Meeting Closed: 6.35pm

Next meeting: AGM and General meeting Sunday 27 November 2020

2018 Chairman: Sally McLean p: 02 4844 2211

2018 Treasurer: Christine McLean p: 02 4845 1323

2018 Hall Manager: Vanessa Edwards p: 02 4844 2285

17 NOTICES OF MOTION

The following items are submitted for consideration -

17.1	Notice of Motion - Meeting Times	300
17.2	Notice of Motion - Gunning District Health and Community Services Inc	301

Notices of Motion - 19 November 2020

ITEM 17.1

Notice of Motion - Meeting Times

I, Councillor Darren O'Brien hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“That Council consider Ordinary Council meetings commence at a new time of 3:00pm every third Thursday of the month”.

BACKGROUND

Due to work commitments of not only myself but other Councillors I would like to propose a 3:00pm start time for future Ordinary Council meetings. This timing would still ensure it is within Councils regular operating hours and that Councillors will still be able to depart in the daytime.

GENERAL MANAGER'S COMMENT

There are no operational objections to the proposal to change the meeting times of Ordinary Council meeting times.

ATTACHMENTS

Nil

Notices of Motion - 19 November 2020

ITEM 17.2

Notice of Motion - Gunning District Health and Community Services Inc

I, Councillor John Searl hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“That Council support the Gunning District Health and Community Services Inc in their endeavour to bring Mobile Breast screening Van to Gunning by writing to the NSW Local Health District requesting their consideration to including Gunning in their forward service delivery plan”.

BACKGROUND

The Gunning District Health and Community Service recently organised a ‘Paint the Town Pink’ event in Gunning, to promote breast screening awareness and to seek an extension of the mobile breast screening van service to Gunning.

The event was well supported by the community and the Gunning District Health and Community Service would welcome Council’s support in this regard.

GENERAL MANAGER’S COMMENT

The community has raised awareness through a very successful event that included the whole of Gunning Main street businesses, schools and services. This support demonstrates a commitment to seeking a very worthwhile health service being extended to include Gunning.

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

There were no items submitted for this section at the time the Agenda was compiled.

General Manager's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Items 19.1 and 19.2 in confidential session for the reasons indicated:

Item 19.1 Procurement of Motor Grader

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.

Item 19.2 Expression of Interest - Crookwell Memorial Oval - Gym

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

19.1 Procurement of Motor Grader

19.2 Expression of Interest - Crookwell Memorial Oval - Gym